

# **INTERNATIONAL REGISTRATION PLAN (IRP)**

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## INTRODUCTION

This manual is a guide to securing apportioned registration and applying for an interstate fuel license in Missouri.

These instructions provide the basic information needed when preparing applications for annual registration and subsequent applications. For instructions that do not cover situations that may arise during the year, please contact the office for assistance. The Motor Carrier Services staff is ready to be of service.

## General Information

Office Location 1321 Creek Trail Drive, Jefferson City, Missouri 65109  
(Use this address if using a commercial delivery service)

Mailing Address P.O. Box 893, Jefferson City, Missouri 65105-0893

Business Telephones: Missouri IRP Applications (573) 751-6433

Missouri IFTA  
Trip Permits, Temporaries, Fuel, Reciprocity (573) 751-6433

Installment Payment plan for Missouri IRP Fees (573) 751-1528

Calls may be transferred to other state departments when necessary.

Office hours are from 7:30 a.m. to 4:00 p.m. Monday through Friday.

All walk-in applicants should plan to arrive at the Motor Carrier Services office from 7:30 a.m. to 3:00 p.m. All walk-in applications are completed on a first-come, first-served basis.

The office is closed on the following holidays for 2005:

New Years Day	January 1, 2005
Martin Luther King Day	January 17, 2005
Lincoln's Birthday (OBSERVED)	February 11, 2005
Washington's Birthday (OBSERVED)	February 21, 2005
Truman's Birthday	May 9, 2005
Memorial Day (OBSERVED)	May 30, 2005
Independence Day	July 4, 2005
Labor Day	September 5, 2005
Columbus Day (OBSERVED)	October 10, 2005
Veterans Day	November 11, 2005
Thanksgiving Day	November 24, 2005
Christmas Day	December 24, 2004

This publication is available upon request in alternative accessible format (s).

## **Information about Apportioned Registration**

The International Registration Plan (IRP) is a program for apportioned registration based upon the percentage of miles traveled in two or more jurisdictions. It is applicable for Missouri-based carriers traveling into jurisdictions that are members of the IRP. Carriers based in those jurisdictions may operate in Missouri. In jurisdictions with which Missouri has no proportional agreement, reciprocity is on the base of the vehicle and/or residency of the individual or corporation. The vehicle may operate in Missouri to the same extent that a Missouri resident may operate in such other jurisdictions.

In 2005 the following jurisdictions are members of the IRP:

Alabama	Massachusetts	South Dakota
Alberta	Michigan	Tennessee
Arizona	Minnesota	Texas
Arkansas	Mississippi	Utah
California	Missouri	Vermont
Colorado	Montana	Virginia
Connecticut	Nebraska	Washington
Delaware	Nevada	West Virginia
District of Columbia	New Hampshire	Wisconsin
Florida	New Jersey	Wyoming
Georgia	New Mexico	British Columbia
Idaho	New York	Manitoba
Illinois	North Carolina	New Brunswick
Indiana	North Dakota	Newfoundland
Iowa	Ohio	Nova Scotia
Kansas	Oklahoma	Ontario
Kentucky	Oregon	Prince Edward Island
Louisiana	Pennsylvania	Quebec
Maine	Rhode Island	Saskatchewan
Maryland	South Carolina	

The IRP requires the interstate operator to file an application with the base jurisdiction. The base jurisdiction issues registration credentials (license plate and cab card) for each vehicle. The cab card will list the jurisdictions in which the operator has apportioned his/her registration fees.

The Plan is specific in requiring that all member jurisdictions follow the concepts of:

1. A single registration plate;
2. A single registration (cab) card; and
3. An ability to perform both interjurisdictional and intrajurisdictional vehicle movements.

The identification credentials must be displayed as follows:

1. Mount the license plate on the front of the power unit and on the back of the trailer(s) and semi-trailer (s).
2. The **original** cab card must be carried in or on the power vehicles. Copies of the original cab card for a trailer may be displayed on the trailer instead of the original.

## **Who Needs To Obtain IRP Registration**

You will need to obtain apportioned registration for your fleet if you operate in Missouri and any other IRP jurisdiction and the vehicle:

1. Is a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds or 11,793.401 kilograms; or
2. Is a power unit having three or more axles, regardless of weight; or
3. Is used in combination when the weight of such combination exceeds 26,000 pounds or 11,793.401 kilogram gross vehicle weight.

Vehicles or combinations having a gross vehicle weight of 26,000 pounds or 11,793.401 kilograms or less and buses used in transportation of chartered parties are proportionally registered at the option of the registrant.

## **Exempt Vehicles**

The following types of vehicles are exempt:

1. Farm registered vehicles – Used to transport agricultural products produced or property purchased by the owner for use on his/her farm.
2. Commercial vehicles – Traveling entirely intrastate (within a jurisdiction such as those used for city pickup and delivery vehicle(s) or displaying restrictive plates, which have geographic area, mileage or commodity restrictions.)
3. Recreational vehicles – Used for personal pleasure or travel by an individual or his/her family.
4. Government owned vehicles.

## **Trailers**

Trailers, semi-trailers and auxiliary axles properly registered in any member jurisdiction are granted full and free reciprocity allowing both interjurisdictional and intrajurisdictional movement.

## COMPLETING FORMS

**EQUIPMENT REGISTRATION FORM:** Shown on page 10A. Complete this form for any type of vehicle transaction.

### **General Information Section**

Application number – This number is issued by Motor Carrier Services.

Federal ID/Social Security Number – Enter the **registrant's** Federal Identification Number or Social Security Number.

Type of Transaction – Indicate add, transfer, deletion, etc. (See back of form for other transaction types and documents required).

Type of Operation – Enter “X” in the boxes that describe the registrant's business.

Person to Contact – Indicate the individual responsible for the completion of the forms and who is familiar with the requirements of the application.

Telephone Number – Enter the area code and phone number of the contact person.

Registration Year – Enter all four digits of the registration year (e.g., 2005).

Account Number – Enter the number assigned by Motor Carrier Services (If new, leave blank).

Fleet Number – Enter the number assigned by Motor Carrier Services.

U.S. Department of Transportation (U.S. DOT) Number – Enter your U.S. DOT number. If you do not have a U. S. DOT number, you must complete an MCS 150 form. (To obtain immediately: <http://www.usdotnumberregistration.com>)

International Fuel Tax Agreement (IFTA) Number – Enter your IFTA license number. If leased, indicate, “leased” in the box.

Federal Motor Carrier Safety Administration (FMSCA) Number - Enter your FMSCA MC number. If leased, indicate "leased" in the box.

Name of Registrant – Enter the name in which you are applying for plates.

DBA Name – If applicable, enter the name in which the registrant does business.

Business Address – Enter the Missouri address where the registrant has an established place of business.

County – Enter the county in which the business address is located.

Mailing Address – Enter the address where the registrant desires his/her registration credentials mailed. **This cannot be a post office box number.**

County – Enter the county in which the mailing address is located.

Registrant Telephone Number - Enter the telephone number of the registrant. **Service Agent telephone numbers are not acceptable.**

Fax Number – Enter your area code and fax number.

**International Fuel Tax Agreement (IFTA) Decal Request Section-** Complete this section when adding additional qualified vehicles to the apportioned fleet and you need to obtain decals.

IFTA License Number – Enter your IFTA license number.

Number of Decals Requested – Enter the number of decal sets you are requesting. (The number of decals issued must reconcile with the number of trucks licensed, and will be subject to audit).

**Equipment Addition Section**

Equipment Number – Enter the equipment number or unit number you have assigned to each power unit or trailer.

Model Year & Make – Enter the four digits of the model year and the make of the power unit or trailer.

Vehicle Identification Number (VIN) – Enter the complete VIN as listed on title or application for title.

Vehicle Type/ Fuel Type – Enter the type of vehicle - TK= Straight Truck, TR= Tractor, TT=Truck Tractor, RT=Road Tractor, ST=Semi-Trailer, FT=Full Trailer, BS=Bus, CG=Converter Gear. Enter the type of fuel being used by the power unit (If trailer, leave blank).

Axles – Enter the number of axles under each power unit and each trailer (each axle in a tandem group is one axle). **When prorating with Quebec, the combination of both tractor and trailer axles will be shown on the cab card.**

Combined Gross Weight/Seats – Enter the Missouri weight classification in which the vehicle is being licensed. Enter the actual seating capacity for buses.

Unladen Weight – Enter the empty weight of the power unit or trailer.

Latest Purchase Price – Enter the actual purchase price of the vehicle paid by the current owner, including accessories or modifications attached to the vehicle.

Factory Price – This is ninety percent (90%) of the manufacturer's retail price, including accessories or modifications attached to the vehicle, but excludes trade-in and sales tax.

Date of Purchase – Enter the month, day and year the power unit or trailer was purchased by the current owner.

Name of Lessee &/or Lessor – Enter the name of the owner-operator, service representative, or lessee.

Title Number – Enter the number shown on the **registrant's** Missouri title.



Plate Number – Enter the plate number (if any) issued by Motor Carrier Services that has not expired.

### **Equipment Deletion Section**

Equipment Number – Enter the equipment number or unit number you have assigned to each power unit or trailer that is being removed from service.

Model Year & Make – Enter the four digits of the model year and the make of the power unit or trailer.

Vehicle Identification Number (VIN) – Enter the complete VIN as listed on title or application for title.

Plate Number – Enter the plate number issued by Motor Carrier Services that has not expired.

Combined Gross Weight – Enter the Missouri weight classification in which the vehicle is licensed.

### **Jurisdictional Weights - Refer to the Motor Carrier Services Weight Chart on page 10B and 10C.**

List only the weights for the IRP jurisdictions that will be different than the Missouri combined gross weight. If adding a new jurisdiction, enter the weights next to the new jurisdictions being added. the weights for the IRP jurisdictions that are being licensed in the fleet.

### **Refund Request**

If you are removing a power unit that is registered for **more than 54,000 pounds**, you may request the **remaining Missouri portion of the fees** as a refund by marking the appropriate box and signing the form. **No photocopy of a signature will be accepted.**

**MILEAGE REGISTRATION FORM:** Shown on page 10D. Complete this form when filing a new account, renewal or new fleet.

### **General Information Section**

Name of Registrant – Enter the name in which you are applying for plates.

Account Number – Enter the number assigned by Motor Carrier Services (If new, leave blank).

Fleet Number – Enter the number assigned by Motor Carrier Services.

Registration Year – Enter all four digits of the registration year (e.g., 2005).

DBA Name – If applicable, enter the name in which the registrant does business.

### **Mileage Reporting Section**

Jurisdiction – Place an “X” in front of each jurisdiction for which you are applying for license in the current registration year.

EST (estimate) - Place an "E" in the box if you are licensing with a jurisdiction and estimating mileage.

Mileage (**ACTUAL**) – Enter actual miles traveled in each jurisdiction during the reporting period of July 1, 2003 through June 30, 2004 **including actual miles for jurisdictions that are no longer being operated**. (Do not place an "X" in front of the jurisdictions that will not be licensed). Actual miles also apply to all registrants who are licensing in Missouri, but operated with an apportioned license plate from any other member jurisdiction. If there were no miles traveled in a jurisdiction during the mileage reporting period and you want to keep it on your cab card for future traveling, or you are adding a jurisdiction not previously licensed, you must enter the estimated mileage. Refer to the Estimated Mileage Chart included in this booklet on page 12 to determine the correct estimated mileage for each jurisdiction.

Mileage (**ESTIMATED**) - Refer to the Estimated Mileage Chart for Jurisdictions listed on page 12. After entering the actual mileage per jurisdiction and arriving at the Total Actual Fleet Mileage, the estimated mileage per jurisdiction will be the Total Actual Fleet Mileage multiplied by the mileage percent shown for the individual jurisdiction. (Example: A carrier with 25,000 actual fleet miles and adding the State of Arkansas will indicate 782 miles for Arkansas on the mileage registration form -  $25,000 \text{ (actual fleet miles)} \times .03131 \text{ (Arkansas average mileage percent)} = 782 \text{ (Arkansas miles)}$ ).

2<sup>nd</sup> Year EST (estimate) – Place an "X" in the box if you are estimating mileage for a jurisdiction you were registered in during the 2004 registration year prior to April 1st and want to keep it on your cab card for future traveling. All fees based on second and subsequent year estimated mileage will be computed over 100%.

Total Actual Fleet Miles - Enter the total actual miles operated during the reporting period minus actual miles for jurisdictions in which you are not licensing. **This total is used when determining estimated mileage for jurisdictions previously licensed but not operated and expanded operations.**

Total Actual Fleet Miles Plus 1st Year Estimates - Enter the total "Total Actual Fleet Miles" plus any 1st year estimates. (No X is shown in the 2nd Year EST box)

Total Actual Fleet Miles Plus 1st and 2nd Year Estimates - Enter the "Total Actual Fleet Miles" plus **all** estimated mileage. (Both 1st and 2nd year estimates).

Are your vehicles involved in a lease agreement? - Place an "X" in the appropriate box. If you mark yes, indicate the name and address of the lessee.

Authorized Signature and Date – An authorized representative of the company must sign the application. A signature serves as proof that all information is true and correct on the application, that you are aware of the requirements to maintain the individual vehicle distance records for three years, and it verifies that adequate insurance is being carried on the vehicle(s) listed on all attached registration forms.

Date - Enter the date the application was signed.

For more information on mileage reporting, refer to page 11 of this manual.



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## EQUIPMENT REGISTRATION FORM

### DOCUMENT CHECKLIST ON BACK OF FORM

APPLICATION #	FEDERAL ID/SOCIAL SECURITY NO.	TYPE OF TRANSACTION	PAGE _____ OF _____
<b>TYPE OF OPERATION</b> <input type="checkbox"/> EXEMPT COMMODITY <input type="checkbox"/> HOUSEHOLD GOODS <input type="checkbox"/> PRIVATE <input type="checkbox"/> FOR-HIRE		PERSON TO CONTACT	TELEPHONE NUMBER ( )
<b>RENTAL:</b> <input type="checkbox"/> PRIVATE <input type="checkbox"/> FOR-HIRE			

REGISTRATION YEAR	NAME OF REGISTRANT				FAX NUMBER ( )			
ACCOUNT NUMBER	DBA NAME				<b>IFTA DECAL REQUEST</b>			
FLEET NUMBER	BUSINESS ADDRESS (WHERE FLEET IS BASED)			COUNTY	THE NUMBER OF DECALS ISSUED MUST RECONCILE WITH THE NUMBER OF TRUCKS LICENSED, AND WILL BE SUBJECT TO AUDIT.			
U.S. DOT NUMBER	CITY, STATE, ZIP CODE				IFTA LICENSE NUMBER			
IFTA LICENSE NUMBER	MAILING ADDRESS FOR BILLS, CAB CARDS, PLATES (NO P.O. BOX NUMBERS)			COUNTY	NUMBER OF DECALS REQUESTED _____ SETS			
FMCSA MC NUMBER	CITY, STATE, ZIP CODE		REGISTRANT TELEPHONE NUMBER ( )		<b>JURISDICTIONAL WEIGHTS</b>			
<b>EQUIPMENT ADDITION SECTION</b>			<b>EQUIPMENT ADDITION SECTION</b>			LIST WEIGHT WHEN ADDING STATES OR WHEN WEIGHT IS GREATER THAN THE MISSOURI COMBINED GROSS WEIGHT		
EQUIPMENT NUMBER			EQUIPMENT NUMBER			AL	MA	TX
MODEL YEAR & MAKE			MODEL YEAR & MAKE			AK	MI	UT
VEHICLE IDENTIFICATION NUMBER			VEHICLE IDENTIFICATION NUMBER			AB	MN	VT
VEHICLE TYPE & FUEL TYPE	VEHICLE TYPE	FUEL TYPE	VEHICLE TYPE & FUEL TYPE	VEHICLE TYPE	FUEL TYPE	AZ	MS	VA
AXLES	POWER UNIT AXLES	TRAILER UNIT AXLES	AXLES	POWER UNIT AXLES	TRAILER UNIT AXLES	AR	MT	WA
COMBINED GROSS WEIGHT / SEATS			COMBINED GROSS WEIGHT / SEATS			CA	NE	WV
UNLADEN WEIGHT			UNLADEN WEIGHT			CO	NV	WI
LATEST PURCHASE PRICE			LATEST PURCHASE PRICE			CT	NH	WY
FACTORY PRICE			FACTORY PRICE			DE	NJ	MX
DATE OF PURCHASE			DATE OF PURCHASE			DC	NM	BC
NAME OF LESSEE AND/OR LESSOR			NAME OF LESSEE AND/OR LESSOR			FL	NY	MB
TITLE NUMBER			TITLE NUMBER			GA	NC	NB
PLATE NUMBER			PLATE NUMBER			ID	ND	NL
						IL	OH	NS
						IN	OK	NT
						IA	OR	ON
						KS	PA	PE
						KY	RI	PQ
						LA	SC	SK
						ME	SD	YT
						MD	TN	
<b>EQUIPMENT DELETION SECTION</b>			<b>EQUIPMENT DELETION SECTION</b>			<b>REFUND REQUEST</b>		
EQUIPMENT NUMBER			EQUIPMENT NUMBER			IF YOU ARE REMOVING A POWER UNIT THAT IS REGISTERED FOR MORE THAN 54,000 POUNDS YOU MAY REQUEST THE REMAINING MISSOURI PORTION OF THE FEES AS A REFUND, BY MARKING THE APPROPRIATE BOX BELOW AND SIGNING ON THE PROVIDED LINE.		
MODEL YEAR & MAKE			MODEL YEAR & MAKE			<input type="checkbox"/> PLEASE ISSUE A REFUND FOR THE REMAINING PORTION OF MY MISSOURI FEES.		
VEHICLE IDENTIFICATION NUMBER			VEHICLE IDENTIFICATION NUMBER			<b>ORIGINAL SIGNATURE</b> (SORRY, NO COPY OF SIGNATURE ACCEPTED)		
PLATE NUMBER			PLATE NUMBER			<b>X</b>		
COMBINED GROSS WEIGHT			COMBINED GROSS WEIGHT			REG. DATE	EXAMINED BY/DATE	



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## WEIGHT CHART

THESE WEIGHTS WILL APPEAR ON YOUR APPORTIONED CAB CARDS UNLESS YOU CHOOSE TO INDICATE A HIGHER WEIGHT ON YOUR EQUIPMENT REGISTRATION FORM.

MO - MISSOURI	CO - COLORADO	ID - IDAHO	LA - LOUISIANA	MS - MISSISSIPPI
AL - ALABAMA	CT - CONNECTICUT	IL - ILLINOIS	ME - MAINE	MT - MONTANA
AB - ALBERTA	DE - DELAWARE	IN - INDIANA	MD - MARYLAND	NE - NEBRASKA
AZ - ARIZONA	DC - DISTRICT COLUMBIA	IA - IOWA	MA - MASSACHUSETTS	NV - NEVADA
AR - ARKANSAS	FL - FLORIDA	KS - KANSAS	MI - MICHIGAN	NH - NEW HAMPSHIRE
CA - CALIFORNIA	GA - GEORGIA	KY - KENTUCKY	MN - MINNESOTA	

MO	AL	AB *	AZ	AR	CA	CO	CT	DE	DC	FL	GA	ID	IL	IN	IA **	KS	KY	LA	ME	MD	MA	MI	MN	MS	MT	NE	NV	NH
12,000	12,000	6,000	12,000	12,000	15,000	20,000	12,000	12,000	12,000	14,999	30,000	16,000	12,000	16,000	12,000	16,000	14,000	12,000	12,000	12,000	12,000	24,000	12,000	16,000	12,000	12,000	12,000	12,000
18,000	18,000	9,000	18,000	18,000	20,000	20,000	18,000	18,000	18,000	19,999	30,000	18,000	26,000	20,000	18,000	20,000	18,000	18,000	18,000	18,000	18,000	24,000	18,000	20,000	18,000	18,000	18,000	18,000
24,000	26,000	11,000	24,000	24,000	26,000	24,000	24,000	24,000	24,000	25,999	30,000	24,000	26,000	26,000	24,000	24,000	26,000	24,000	26,000	24,000	24,000	24,000	26,000	26,000	24,000	24,000	24,000	24,000
26,000	26,000	12,000	26,000	26,000	26,000	30,000	26,000	26,000	26,000	34,999	30,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	27,000
30,000	33,000	14,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	34,999	30,000	30,000	32,000	30,000	30,000	30,000	32,000	30,000	32,000	30,000	30,000	32,000	33,000	30,000	30,000	30,000	30,000	30,000
36,000	42,000	17,000	36,000	36,000	40,000	36,000	36,000	36,000	36,000	43,999	36,000	36,000	36,000	36,000	36,000	36,000	38,000	36,000	38,000	36,000	36,000	36,000	39,000	36,000	36,000	36,000	36,000	36,000
42,000	42,000	20,000	45,000	42,000	45,000	42,000	42,000	42,000	42,000	43,999	44,000	42,000	45,000	42,000	42,000	42,000	44,000	42,000	42,000	42,000	42,000	42,000	45,000	42,000	42,000	42,000	42,000	42,000
48,000	55,000	22,000	50,000	48,000	50,000	48,000	48,000	48,000	48,000	54,999	54,999	48,000	50,000	48,000	48,000	48,000	55,000	48,000	48,000	48,000	48,000	48,000	51,000	48,000	48,000	48,000	48,000	48,000
54,000	55,000	25,000	55,000	54,000	54,999	54,000	54,000	54,000	54,000	54,999	54,999	54,000	54,999	54,000	54,000	54,000	55,000	54,000	54,000	54,000	54,000	54,000	57,000	54,000	54,000	54,000	54,000	54,000
60,010	64,000	28,000	60,000	60,000	60,000	60,000	60,100	60,000	60,010	61,999	63,280	60,000	64,000	60,000	60,000	60,000	62,000	60,000	60,000	60,000	60,000	60,000	63,000	60,000	60,000	60,000	60,000	60,100
66,000	73,280	30,000	70,000	66,000	70,000	66,000	66,000	66,000	66,000	71,999	80,000	66,000	73,280	66,000	66,000	66,000	73,280	66,000	69,000	66,000	66,000	66,000	69,000	66,000	66,000	66,000	66,000	66,000
73,280	73,280	34,000	75,000	73,280	75,000	74,000	73,300	73,000	73,280	80,000	80,000	74,000	73,280	74,000	74,000	74,000	73,280	74,000	75,000	74,000	74,000	80,000	73,280	74,000	74,000	74,000	74,000	73,300
78,000	80,000	36,000	80,000	78,000	80,000	80,000	78,000	78,000	78,000	80,000	80,000	78,000	80,000	78,000	78,000	80,000	80,000	78,000	78,000	78,000	80,000	78,000	78,000	78,000	78,000	78,000	78,000	78,000
80,000	80,000	37,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000

\*ALBERTA - KILOGRAMS ARE SHOWN.

\*\*IOWA HAS A STATUTORY 5% TOLERANCE FOR ALL CARRIERS AND 25% TOLERANCE IF CARRYING RAW FARM PRODUCTS.



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## WEIGHT CHART

NJ - NEW JERSEY	OK - OKLAHOMA	TN - TENNESSEE	WV - WEST VIRGINIA	NL - NEW FOUNDLAND
NM - NEW MEXICO	OR - OREGON	TX - TEXAS	WI - WISCONSIN	NS - NOVA SCOTIA
NY - NEW YORK	PA - PENNSYLVANIA	UT - UTAH	WY - WYOMING	ON - ONTARIO
NC - NORTH CAROLINA	RI - RHODE ISLAND	VT - VERMONT	BC - BRITISH COLUMBIA	PE - PRINCE EDWARD ISLAND
ND - NORTH DAKOTA	SC - SOUTH CAROLINA	VA - VIRGINIA	MB - MANITOBA	PQ - QUEBEC
OH - OHIO	SD - SOUTH DAKOTA	WA - WASHINGTON	NB - NEW BRUNSWICK	SK - SASKATCHEWAN

THESE WEIGHTS WILL APPEAR ON YOUR APPORTIONED CAB CARDS UNLESS YOU CHOOSE TO INDICATE A HIGHER WEIGHT ON YOUR EQUIPMENT REGISTRATION FORM.

NJ	NM	NY	NC	ND	OH	OK	OR	PA	RI	SC	SD	TN	TX	UT	VT	VA	WA	WV	WI	WY	BC *	MB *	NB *	NL *	NS *	ON *	PE *	PQ **	SK *
12,000	12,000	12,000	12,000	12,000	14,000	15,000	12,000	14,000	12,000	12,000	12,000	16,000	12,000	12,000	12,099	12,000	14,000	12,000	12,000	12,000	5,500	5,450	5,500	5,500	6,000	6,000	5,490		6,000
18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	21,000	18,000	18,000	18,000	20,000	18,000	18,000	18,099	18,000	18,000	18,000	20,000	18,000	8,500	8,170	8,500	8,500	9,000	9,000	8,500		9,000
24,000	24,000	24,000	24,000	26,000	26,000	24,000	24,000	26,000	24,000	24,000	24,000	26,000	24,000	24,000	24,099	24,000	24,000	24,000	26,000	24,000	11,000	10,890	10,900	11,000	11,000	11,000	11,000		11,000
26,000	26,000	26,000	26,000	26,000	26,000	24,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	27,000	26,099	26,000	26,000	26,000	26,000	26,000	12,000	11,800	11,800	12,000	12,000	12,000	12,000		12,000
30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	32,000	30,000	30,000	30,099	30,499	30,000	30,000	32,000	30,000	14,000	13,610	13,600	14,000	14,000	14,000	15,000		14,000
36,000	36,000	36,000	36,000	38,000	38,000	36,000	36,000	36,000	36,000	36,000	36,000	38,000	36,000	36,000	36,099	36,499	36,000	36,000	38,000	36,000	16,500	16,330	17,000	16,500	17,000	17,000	17,000		17,000
42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000	44,000	42,000	42,000	42,000	44,000	42,000	42,000	42,099	42,499	42,000	42,000	44,000	42,000	19,500	19,060	19,500	19,500	20,000	20,000	20,500		20,000
48,000	48,000	48,000	48,000	50,000	50,000	48,000	48,000	48,000	50,000	48,000	48,000	56,000	48,000	48,000	48,099	48,499	48,000	48,000	50,000	48,000	22,000	21,780	21,760	22,000	22,000	22,000	22,500		22,000
54,000	54,000	54,000	54,000	54,000	54,000	54,000	54,000	56,000	54,000	54,000	54,000	56,000	54,000	54,000	54,099	54,499	54,000	54,000	54,000	54,000	24,500	24,500	24,500	24,500	25,000	25,000	24,500		25,000
60,000	60,000	60,000	60,000	62,000	62,000	60,000	60,000	60,000	62,000	60,000	60,000	66,000	60,000	60,000	60,099	60,499	60,000	60,000	62,000	60,000	27,500	27,220	27,500	27,500	28,000	28,000	27,500		28,000
66,000	66,000	66,000	66,000	66,000	66,000	66,000	66,000	68,000	66,000	66,000	66,000	66,000	66,000	66,000	66,099	66,499	66,000	66,000	68,000	66,000	30,000	29,940	29,930	30,000	30,000	30,000	31,500		30,000
74,000	74,000	74,000	74,000	74,000	74,000	73,280	74,000	73,280	74,000	74,000	74,000	74,000	74,000	74,000	74,099	73,499	74,000	74,000	73,000	74,000	34,000	33,600	33,500	33,500	34,000	34,000	34,000		34,000
78,000	78,000	78,000	78,000	78,000	78,000	78,000	78,000	78,000	78,000	78,000	78,000	80,000	78,000	78,000	78,099	78,499	78,000	78,000	80,000	78,000	36,000	35,390	35,500	35,500	36,000	36,000	36,000		36,000
80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	37,000	36,500	36,500	36,500	37,000	37,000	37,000		37,000

\*BRITISH COLUMBIA, MANITOBA, NEW BRUNSWICK, NEW FOUNDLAND, NOVA SCOTIA, ONTARIO, PRINCE EDWARD ISLAND, AND SASKATCHEWAN - KILOGRAMS ARE SHOWN.

\*\*QUEBEC - COMBINED AXLES OF POWER UNIT AND TRAILER ARE SHOWN.



MISSOURI DEPARTMENT OF TRANSPORTATION  
MOTOR CARRIER SERVICES  
P.O. BOX 893, 1320 CREEK TRAIL DRIVE  
JEFFERSON CITY, MO 65102-0893  
PHONE: (573) 751-6433 FAX: (573) 751-0916  
WEB SITE ADDRESS: www.carrier.state.mo.us  
**MILEAGE REGISTRATION FORM**

**JURISDICTIONAL USE ONLY**

NUMBER OF POWER UNITS	NUMBER OF TRAILERS	REGISTRATION FEE DATE
NUMBER OF CONVERTER GEARS	TOTAL ALL UNITS	EXAMINED BY/DATE
ACCOUNT NUMBER	FLEET NUMBER	REGISTRATION YEAR

NAME OF REGISTRANT	ACCOUNT NUMBER	FLEET NUMBER	REGISTRATION YEAR
DBA NAME			

Enter schedule of fleet mileage for period July 1, 2003 through June 30, 2004. Do not combine miles of any two or more jurisdictions. Enter an X in the box in front of each jurisdiction for which you are applying for license.

X	JURISDICTION	EST	MILEAGE	2ND YEAR EST.	X	JURISDICTION	EST	MILEAGE	2ND YEAR EST.
	AL (ALABAMA)					ND (NORTH DAKOTA)			
	AK (ALASKA)					OH (OHIO)			
	AB (ALBERTA)					OK (OKLAHOMA)			
	AZ (ARIZONA)					OR (OREGON)			
	AR (ARKANSAS)					PA (PENNSYLVANIA)			
	CA (CALIFORNIA)					RI (RHODE ISLAND)			
	CO (COLORADO)					SC (SOUTH CAROLINA)			
	CT (CONNECTICUT)					SD (SOUTH DAKOTA)			
	DE (DELAWARE)					TN (TENNESSEE)			
	DC (DIST. COLUMBIA)					TX (TEXAS)			
	FL (FLORIDA)					UT (UTAH)			
	GA (GEORGIA)					VT (VERMONT)			
	ID (IDAHO)					VA (VIRGINIA)			
	IL (ILLINOIS)					WA (WASHINGTON)			
	IN (INDIANA)					WV (WEST VIRGINIA)			
	IA (IOWA)					WI (WISCONSIN)			
	KS (KANSAS)					WY (WYOMING)			
	KY (KENTUCKY)					MX (MEXICO)			
	LA (LOUISIANA)					BC (BRIT. COLUMBIA)			
	ME (MAINE)					MB (MANITOBA)			
	MD (MARYLAND)					NB (NEW BRUNSWICK)			
	MA (MASSACHUSETTS)					NL (NEW FOUNDLAND)			
	MI (MICHIGAN)					NS (NOVA SCOTIA)			
	MN (MINNESOTA)					NT (NORTHWEST TERR.)			
	MS (MISSISSIPPI)					ON (ONTARIO)			
	<b>MO (MISSOURI)</b>					PE (PRINCE ED. IS.)			
	MT (MONTANA)					PQ (QUEBEC)			
	NE (NEBRASKA)					SK (SASKATCHEWAN)			
	NV (NEVADA)					YT (YUKON TERR.)			
	NH (NEW HAMPSHIRE)					TOTAL <b>ACTUAL</b> FLEET MILES			
	NJ (NEW JERSEY)					TOTAL ACTUAL FLEET MILES PLUS 1 <sup>ST</sup> YEAR EST			
	NM (NEW MEXICO)					TOTAL ACTUAL FLEET MILES PLUS 1 <sup>ST</sup> & 2 <sup>ND</sup> YEAR EST			
	NY (NEW YORK)								
	NC (NORTH CAROLINA)								

ARE YOUR VEHICLES INVOLVED IN A LEASE AGREEMENT?  
☐ YES ☐ NO  
IF YES, INDICATE NAME AND ADDRESS OF LESSEE:  
\_\_\_\_\_  
\_\_\_\_\_  
Any personal motor vehicle record information is withheld from purchase or release for public use or bulk mailing except as provided by law.  
**BY SIGNING BELOW, I ACKNOWLEDGE THE FOLLOWING:**  
  
1. I HEREBY DECLARE IF THE JURISDICTION BOXES ARE NOT COMPLETE THAT I HAVE NO ACTUAL MILEAGE TO REPORT AND AGREE TO THE ESTIMATED MILEAGE USED BY THE MOTOR CARRIER SERVICES TO FIGURE MY REGISTRATION FEES.  
  
2. I HEREBY DECLARE THAT I HAVE KNOWLEDGE OF THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS (49 CFR PARTS 40 AND 382, 386 AND 388 THROUGH 399) INCLUDING HIGHWAY RELATED PORTIONS OF THE FEDERAL HAZARDOUS MATERIALS REGULATIONS (49 CFR 107, 171-173, 177 AND 178) OR COMPATIBLE STATE RULES, REGULATIONS, STANDARDS, AND ORDERS APPLICABLE TO MOTOR CARRIER SAFETY, INCLUDING HIGHWAY TRANSPORTATION AND HAZARDOUS MATERIALS.  
  
3. THE UNDERSIGNED, UNDER OATH, SWEARS UNDER PENALTY OF PERJURY OF THE LAWS OF THE STATE OF MISSOURI IN REGARD TO MAKING A FALSE DECLARATION TO A PUBLIC OFFICIAL, THAT MY FUTURE VEHICLE REGISTRATION FORM(S), FOR THE ABOVE REFERENCED YEAR, WILL BE TRUE AND CORRECT AND THAT VEHICLE FINANCIAL RESPONSIBILITY REQUIRED BY STATE LAW WILL BE IN EFFECT AND MAINTAINED ON VEHICLES LISTED ON THESE APPLICATIONS.  
  
4. THE SIGNATURE BELOW SHALL BE CONSIDERED A SIGNATURE TO UNSIGNED VEHICLE REGISTRATION FORM(S) AND BECOMES PART OF YOUR IRP ACCOUNT. I UNDERSTAND THAT I AM REQUIRED TO PERSERVE THE INDIVIDUAL VEHICLE DISTANCE RECORDS AND SOURCE DOCUMENTS ON WHICH MY INTERNATIONAL REGISTRATION PLAN IS BASED FOR THREE YEARS.  
  
**AUTHORIZED SIGNATURE**  
  
**X**  
  
DATE

## MILEAGE REPORTING

### **New Operation**

A “New Operation” is a fleet of vehicles not previously registered. It does not include an existing fleet that is expanding its area of operation. First-time registrants with no mileage to report may estimate mileage using the Estimated Mileage Chart for Jurisdictions shown on page 12. If a “new Operation” begins after July 1 the registrant is allowed to estimate mileage when renewing for the first time on January 1. This is because the registrant will have no actual mileage data for the reporting period.

**NOTICE:** If a registrant chooses to estimate their own mileage, documentation of the number of trips, routes and how mileage is arrived must be submitted. Missouri will not accept the same mileage estimate for all jurisdictions or mileage that appears to be unreasonable causing a low fee in high rate jurisdictions and high fee in low rate jurisdictions.

**Actual Mileage** - All actual mileage must be reported. Carriers that did not operate the full reporting period (July 1, 2003 through June 30, 2004) must report only the mileage traveled. Do not estimate or round mileage figures. Carrier's/owner operators previously licensed in another jurisdiction will be required to report the mileage operated during the reporting period. In those cases where the registrant operated a fleet of apportioned vehicles in jurisdictions that require no apportionment and grant reciprocity, the miles may be added to the base jurisdiction **mileage**.

**Expanded Operation** - If the operation expands and additional IRP jurisdiction(s) are necessary and the registrant did not generated miles during the previous mileage-reporting period, the registrant must estimate the mileage for the jurisdiction being added by multiplying the total actual fleet miles operated by the average mileage percent per jurisdiction shown on page 12 of this manual. Registrants may choose to indicate their own estimates as long as documentation of how the estimates were arrived is included with the application. Mileage percentages established on the original/renewal application do not change.

**Reduced Operation** - If an operation ceases, miles operated into such IRP jurisdictions(s) during the previous mileage reporting period are reported on the application (Mileage Registration Form) but shall not be part of in-jurisdiction miles. DO NOT “X” THESE MILES. Reduced operations include distance operated on trip permits in the reporting period. If the jurisdiction is added back during the registration year, the miles previously operated are used when determining the mileage percentage for the added jurisdiction and fees will be computed over 100%.

**Combining Existing Multiple Fleets** - There are two basic reasons for combining multiple fleets:

1. **Cessation or reduction** – The miles that should be reported to the base jurisdiction for the renewal registration year should be only those miles that were operated during the mileage-reporting period by the surviving fleet. In other words, you are eliminating fleets 02, 03, etc. and moving the equipment from those fleets into the operation of the surviving fleet. You are adding vehicles to the surviving fleet the same as if they were newly acquired vehicles.
2. **Consolidation** – There is no change in the operation of the vehicles and the consolidation into a single fleet is for administrative and management purposes only. A “new” fleet should be formed containing all the vehicles and all the miles operated by those vehicles into one report and used for the renewal registration year. If possible, the miles to be reported are the miles actually traveled by the vehicles comprising this consolidated fleet.

# MISSOURI ESTIMATED MILEAGE CHART FOR JURISDICTIONS

JURISDICTION	NEW APPLICANT MILEAGE	AVERAGE MILEAGE %	JURISDICTION	NEW APPLICANT	AVERAGE MILEAGE %	JURISDICTION	NEW APPLICANT	AVERAGE MILEAGE %
ALABAMA	1,445	1.319% (.01319)	MASSACHUSETTS	381	0.348% (.00348)	TENNESSEE	3,252	2.968% (.02968)
ALASKA	N/A	N/A	MICHIGAN	1,111	1.014% (.01014)	TEXAS	7,960	7.264% (.07264)
ALBERTA	60	0.055% (.00055)	MINNESOTA	476	0.434% (.00434)	UTAH	761	0.694% (.00694)
ARIZONA	3,355	3.062% (.03062)	MISSISSIPPI	1,291	1.178% (.01178)	VERMONT	41	0.037% (.00037)
ARKANSAS	3,431	3.131% (.03131)	MISSOURI	27,509	25.103% (.25103)	VIRGINIA	1601	1.461% (.01461)
CALIFORNIA	4,027	3.675% (.03675)	MONTANA	325	0.297% (.00297)	WASHINGTON	561	0.512% (.00512)
COLORADO	1,156	1.055% (.01055)	NEBRASKA	1,676	1.530% (.01530)	WEST VIRGINIA	558	0.509% (.00509)
CONNECTICUT	381	0.348% (.00348)	NEVADA	681	0.621% (.00621)	WISCONSIN	783	0.715% (.00715)
DELAWARE	72	0.066% (.00066)	NEW HAMPSHIRE	44	0.040% (.00040)	WYOMING	1,479	1.350% (.01350)
DIST. COLUMBIA	5	0.005% (.00005)	NEW JERSEY	634	0.579% (.00579)	MEXICO	N/A	N/A
FLORIDA	1,772	1.617% (.01617)	NEW MEXICO	3,370	3.075% (.03075)	BRITISH COLUMBIA	17	0.016% (.00016)
GEORGIA	2,038	1.860% (.01860)	NEW YORK	1,168	1.066% (.01066)	MANITOBA	10	0.009% (.00009)
IDAHO	777	0.709% (.00709)	NORTH CAROLINA	1,157	1.056% (.01056)	NEW BRUNSWICK	8	0.007% (.00007)
ILLINOIS	7,280	6.644% (.06644)	NORTH DAKOTA	135	0.123% (.00123)	NEW FOUNDLAND	1	0.001% (.00001)
INDIANA	3,968	3.621% (.03621)	OHIO	3,762	3.433% (.03433)	NOVA SCOTIA	4	0.004% (.00004)
IOWA	2,117	1.932% (.01932)	OKLAHOMA	4,292	3.917% (.03917)	NORTHWEST TERR.	N/A	N/A
KANSAS	3,507	3.200% (.03200)	OREGON	734	0.670% (.00670)	ONTARIO	467	0.426% (.00426)
KENTUCKY	2,202	2.010% (.02010)	PENNSYLVANIA	2,971	2.711% (.02711)	PRINCE ED. IS.	2	0.002% (.00002)
LOUISIANA	1,139	1.039% (.01039)	RHODE ISLAND	41	0.037% (.00037)	QUEBEC	49	0.045% (.00045)
MAINE	60	0.055% (.00055)	SOUTH CAROLINA	631	0.576% (.00576)	SASKATCHEWAN	49	0.045% (.00045)
MARYLAND	536	0.489% (.00489)	SOUTH DAKOTA	257	0.235% (.00235)	YUKON TERR.	N/A	N/A

**New Applicant Mileage** – If you are licensing for the FIRST time, with apportioned plates, and have no actual miles to report you may use the “New Applicant Mileage” estimates listed above for each jurisdiction in which you plan to travel.

**Average Mileage %** – These percents will be used when calculating estimated mileage for newly added jurisdictions or jurisdictions you were previously registered in but did not accumulate mileage. To arrive at the proper estimate you must:

1. Determine the total of all actual fleet miles operated.
2. Multiply the total actual fleet miles by the average mileage percent for the proper jurisdiction(s) you are estimating.

Example: Carrier wants to operate Arkansas, Missouri, and Iowa but has no actual miles to report for Iowa. Multiply the total “actual” fleet miles by the above average mileage % for Iowa. Show 348 estimated miles for Iowa.

Arkansas Actual Miles	2,734
Missouri Actual Miles	15,275
<b>Total Actual Fleet Miles</b>	<b>18,009</b>
Iowa Average Mileage Percent 1.932% <b>X</b>	<b>.01932</b>
<b>Iowa Estimated Miles</b>	<b>348</b>



## SUPPORTING DOCUMENTS

### **Tax Receipts**

Section 301.025, RSMo provides that the carrier/owner-operator must provide either a paid county personal property tax receipt or a statement of non-assessment for the preceding year before being issued a motor vehicle or trailer license. You **must** submit a copy of the current personal property tax receipt or tax waiver for all vehicles (company owned and leased). Applications filed or postmarked January 1 will be required to have the current year receipt.

### **Affidavit of No Missouri Miles**

If you are a carrier using Missouri as a base jurisdiction and you have a specific vehicle with absolutely no miles in Missouri, the “affidavit” affirming no Missouri miles can be used. This form is available on the MCS web site at [www.carrier.state.mo.us](http://www.carrier.state.mo.us) or you can contact the Motor Carrier Services office at (573) 751-6433. Complete this form and have the county assessor’s office and the county collector’s office sign and date the form. Do not use this form as a waiver.

### **Secretary Of State**

If you are applying for registration under a name other than an individual, proof of filing with the Missouri Secretary Of State must be submitted.

### **Titles – Registrant Owned Vehicles**

A negotiable or non-negotiable Missouri title is a prerequisite to the issuance of a Missouri base license plate. The title must be in the same name as the registrant. To secure a Missouri title for a new vehicle, take the Manufacturer’s Certificate of Origin with Application for Missouri Title (DOR-108), to a local Missouri Department of Revenue motor vehicle and driver license branch or fee office. To secure a title on used vehicles you must submit a properly assigned title with application for title to a local Missouri Department of Revenue motor vehicle and driver license branch or fee office. Title fee of eight dollars and fifty cents (\$8.50) per vehicle plus two dollars and fifty cent (\$2.50) processing fee plus the correct Missouri sales/use and local taxes (if applicable) is due upon application. A copy of the Missouri validated titling receipt is acceptable for proof of title if the vehicle is no more than sixty days old.

A Missouri ID/OD inspection must accompany a title application for vehicles previously titled out-of-state. A vehicle from a non-title jurisdiction must provide proof of current registration and a notarized bill of sale. Carrier’s licensing vehicles over 16,001 pounds or any motor vehicle that is ten (10) years or older do not have to supply the current odometer reading when applying for Missouri title.

**Missouri sales tax is not due on motor vehicles licensed for a gross weight of 24,000 pounds or more and trailers used by common carriers solely to transport persons or property in interstate commerce. Commercial buses carrying eight or more passengers on an interstate basis also qualify for this exemption. A copy of the Certificate of Authority issued by the Interstate Commerce Commission or Federal Highway Administration must accompany the application for title. Common carriers transporting exempt commodities must present a copy of the Interstate Permit issued by the Department of Transportation, Motor Carrier Services or the Missouri Public Service Commission. When leased, a lease or affidavit of lease must also accompany the application. Contract carriers are not exempt from sales tax.**

### **Titles – Leased Vehicles**

When leased, submit a copy of the negotiable title in the owner's name with the application to proportionally register. An out of state titling receipt will be accepted if Motor Carrier Services can determine the validation date.

### **Lease Agreements**

Lease agreements are required for vehicles being registered in the Lessee's or Lessor's name. The vehicle information and signature of the Lessee and Lessor must be shown. Signatures must be different parties. (Example – A representative of a company cannot sign for the company and himself if she/he owns the truck). Household movers must submit a lease between the agent and nationwide mover for each vehicle. Rental companies are required to submit leases for vehicles that are long-term lease. Both names will appear on the cab card in these situations. **Power of attorney affidavits are not accepted as a lease.**

### **Federal Heavy Highway Vehicle Use Tax**

Highway motor vehicles that have a gross weight of 55,000 pound or more are taxable. The payment of Federal Heavy Highway Vehicle Use Tax (Form 2290) is a prerequisite to the registration of the vehicle. The Internal Revenue service (IRS) stamps the form paid. Keep copies of the completed Form 2290 and a copy of the payment for your records until you receive the stamped form from the IRS.

The following is acceptable as proof of payment for registration purposes:

- Paid Schedule 1 (Form 2290) returned by the IRS to the taxpayer.
- IRS stamped Schedule 1 (Form 2290) for Suspension of Tax Liability for vehicle(s) operating 5,000 miles or less (7,500 or less for agricultural vehicles).
- Copy of Schedule 1 (Form 2290) with a copy of both sides of the cancelled check, cashier check or money order.
- Schedule 1 (Form 2290) stamped by the IRS without a listing of vehicle identification numbers if tax paid on more than twenty-one vehicles.
- A copy of a bill of sale (or other document evidencing transfer) showing that the owner purchased the vehicle in the last sixty days.

The vehicle identification number (VIN) listed on Schedule 1 (Form 2290) must match the VIN listed on the apportionment application. If VIN does not match, you must submit proof of correct VIN information to update the incorrect form or application.

Keep copies of all 2290 forms and schedules for at least three years. Refer to the instructions of the Federal Heavy Highway Vehicle Use Tax (Form 2290) return for more information.

### **Full Fee Plate**

If a vehicle has a current non-apportioned Missouri license plate (18,000 lbs. and above) purchased at a local motor vehicle and driver license branch or fee office), credit of registration fees paid transfer toward the apportioned registration. The current license plate and paid registration receipt in the **registrant's name** must accompany the application. If operating the vehicle, secure temporary IRP registration before forwarding plate. If a vehicle has been licensed for 12,000 lbs. and a bi-annual plate has been purchased, the registrant will only receive credit for the current registration year.

## RENEWALS

Renewals are mailed during the month of August. **It is strongly suggested that you mail your renewal by September 15<sup>th</sup>.**

**The renewal and all supporting documents shall be postmarked on or before October 1<sup>st</sup> or a penalty of one hundred dollars (\$100.00) will be assessed. YOUR RENEWAL MUST BE IN THE MOTOR CARRIER SERVICES OFFICE TO RECEIVE A TEMPORARY REGISTRATION IN THE CURRENT REGISTRATION YEAR.**

It is the applicant's responsibility to properly complete and submit all forms necessary register vehicles under apportioned registration. Please read the following instructions carefully before completing. **Do not tear the renewal (computer printout) apart.**

**MOTOR CARRIER SERVICES will return all incorrect or incomplete applications.**

The following checklist will be of assistance in having a complete renewal.

- Verify and update all the information on the renewal (computer printout) by making all corrections in RED ink;
- Line vehicles off the renewal that are being permanently removed from service for the 2005 registration year;
- Update and correct the weights listed on the renewal (computer printout). The comparable weight chart shown on page 10B AND 10C can be used as a reference. (If changing the Missouri weight, the current license plate must be returned);
- Complete and sign the Mileage Registration Form;
- Enclose a photocopy of your county personal property tax receipt, or tax waiver for the current year, for **ALL VEHICLES (company owned or leased)**. An affidavit affirming no Missouri miles is used when licensing vehicles, which have not traveled in Missouri (this affidavit is located on our website at [www.carrier.state.mo.us](http://www.carrier.state.mo.us));
- Enclose proof of payment of Federal Heavy Vehicle Use Tax (Form 2290) for vehicles licensed over 55,000 pounds;
- Provide a copy of the title and/or lease when applicable;
- Provide your International Fuel Tax Agreement (IFTA) license renewal (if applicable);
- Provide your Federal Motor Carrier Safety Administration (FMSCA) Number and U.S. Department of Transportation (U.S. DOT) number(s); and
- Provide your Federal Employer Identification Number or Social Security Number.

**NOTE: PLATES FOR QUALIFIED VEHICLES NOT BEING RE-REGISTERED MUST BE RETURNED TO THE MOTOR CARRIER SERVICES BY DECEMBER 31<sup>ST</sup>. The following applies:**

**If plates are not returned, the carrier name and plate numbers are reported to enforcement and plates will be confiscated if the vehicle is found operating. The carrier will be required to obtain Missouri full fee or apportioned registration before she/he is allowed re-entry onto the highway system.**

**If plates are not returned on vehicles deleted from the renewal, the carrier will be required to submit proof of non-use before a reduced rate will be given on a vehicle being placed back in service.**

**Vehicles moved to a different fleet may retain the plate originally issued if the weight remains the same.**

**IF YOU REMOVE A VEHICLE FROM SERVICE AFTER THE RENEWAL IS SUBMITTED, CONTACT THE MOTOR CARRIER SERVICES IMMEDIATELY TO AVOID INCORRECT BILLING.**

## BILLING

The registrant will receive a billing notice in duplicate. This notice will set forth the apportioned registration fees due to Missouri and the total due to all other IRP jurisdictions. The second page of the billing indicates the amount(s) due for each of the IRP jurisdictions.

Fees for the annual renewal shall be postmarked on or before **December 1<sup>st</sup>** or a penalty of fifty dollars (\$50.00) per vehicle shall be assessed, but in no case shall exceed one hundred and fifty dollars (\$150.00) per application. If a billing is adjusted due to carrier request and is not paid by **December 1<sup>st</sup>** penalty will be assessed. **RENEWAL PAYMENT MUST BE IN THE MOTOR CARRIER SERVICES OFFICE DECEMBER 1<sup>ST</sup> TO RECEIVE A TEMPORARY REGISTRATION IN THE CURRENT REGISTRATION YEAR.**

Please make checks payable to the Missouri Department of Revenue and mail payment with one copy of the billing to Motor Carrier Services, P.O. Box 893, Jefferson City, Missouri, 65105-0893 to cover the fees for all jurisdictions.

**Payment of registration fees are also accepted through:**

A-1 Over-The-Road (800) 577-3764  
Comchek (800) 741-3030

(Motor Carrier Services does not endorse or sponsor any of the above agencies. Their names are provided for information purposes only). **Or**

You may pay by bank-to-bank transfer. The following instructions must be followed:

1. Add \$10.00 (for Central Bank service charge) to the amount of the bill. Your bank will also have a service charge wiring fees.
2. Wire fees to the Central Bank (the bank in which the state's account is currently housed) in Jefferson City, Missouri.
3. ABA/Routing Number 086500634.
4. Account Number \AC-07300-8.
5. You must include the message that the wire is for Motor Carrier Services and include the account name and account number that the payment applies to.

**Note:** Bank to bank transfers can take thirty minutes to three hours to arrive at Central Bank.

Please double-check your remittance since incorrect remittances are returned, thus delaying the issuance of your credentials. Motor Carrier Services will forward your payment to the other jurisdictions and will send cab cards and license plates to the registrant by way of United Parcel Service (UPS). Issuance of a cab card only will be mailed through the U.S. Postal Service.

Failure to remit the required fees will result in the registrant's name being added to the Missouri Highway Patrol Bulletin. Any vehicle operating under the registrant's name will be subject to arrest and fine(s).

## INSTALLMENT PAYMENT PLAN

### Missouri Schedule I and Missouri Schedule II Fees Only

Registrant's electing to pay Missouri fees on an installment basis shall file with Motor Carrier Services on or before December 1<sup>st</sup> a surety bond, certificate of deposit, or irrevocable letter of credit to guarantee the payment of the second installment. No such installment shall be less than \$100.00. The surety bond, or certificate of deposit, or irrevocable letter of credit shall be in an amount equal to the payment guaranteed. The Motor Carrier Services surety bond form must be completed.

<u>December 1 -</u>	The first installment shall be payable on or before December 1.
<u>December 2 -</u>	No installments shall be accepted.
<u>June 1 -</u>	Second installment shall be payable on or before June 1 of that registration year.

Carriers using the installment plan will be notified prior to June 1 to submit the second installment.

## ENFORCEMENT OF IRP CREDENTIALS

Commercial Vehicle Enforcement Information  
Missouri State Highway Patrol  
P.O. Box 568  
Jefferson City, MO 65102  
(573) 526-6128

Credentials for the new registration year must be on the vehicle(s) by **December 31st**. Enforcement begins **January 1<sup>st</sup>**. Vehicles not displaying the current credentials or temporary authority are in violation of Missouri statutes and are subject to enforcement action. Plates not renewed will be confiscated by enforcement if found operating and the carrier will be required to obtain a Missouri full fee or apportioned registration before she/he is allowed re-entry onto the highway system.

When a registrant receives credentials prior to the commencement of the new registration year, the registrant may display the new plate (if issued) and the current and new year cab card.

Missouri carrier's operating into other jurisdictions should learn the required regulations before entering those jurisdictions. A list of jurisdictions with which Missouri has apportioned registration agreements and the jurisdiction administrators begins on page 32.

## TEMPORARY IRP REGISTRATION

### **Temporary Registration**

Once your original application is on file and paid, Missouri will issue temporary authority for a vehicle while the registration process is pending. Issuance of this authority is a privilege and a courtesy for established carriers when adding any new or additional vehicles. The temporary is valid for forty-five (45) days for Missouri based vehicles and will be sent by way of fax. The temporary will list the jurisdictions and the weights for which the vehicle is apportioned and fees are collected for those jurisdictions based on the effective date of the temporary till the end of the registration year.

The following enforcement rules apply:

1. Temporary registration is not issued October 1<sup>st</sup> if the renewal for the upcoming year is not on file with Motor Carrier Services.
2. Temporary registration is not issued December 1<sup>st</sup> if the annual renewal payment for the up coming registration year has not been received by Motor Carrier Services.
3. Temporary registration must be requested between the hours of 7:30 a.m. and 3:45 p.m., Monday through Friday. Temporaries requested after 3:45 p.m. will be issued the following morning unless said morning falls on a weekend or holiday.
4. The complete vehicle information and the type of transaction being made are required. The vehicle shall be subject to proportional registration and permanently registered as part of that fleet. Placement of a vehicle in an account other than the requested account will cause payment of fees twice.
5. Do not transfer or assign the temporary covering a specific vehicle to another vehicle. Do not alter the temporary in any way.
6. An Equipment Registration Form and all supporting documents must be filed within five days of issuance of the temporary authority so that credentials are received before the expiration date of the temporary. Do not request a temporary registration if all supporting documents are not available.
7. If the vehicle(s) does not operate within five days of issuance, return the original temporary registration to the Motor Carrier Services office along with a written explanation as to why registration fees are not due.
8. Failure to file an Equipment Registration Form and all supporting documents or return the original temporary within five (5) days of issuance will result in a bill per temporary for all jurisdictions listed on the temporary registration. Upon filing of the application and submitting of the supporting documents, credit for a deleted vehicle will not be allowed towards an added vehicle once the temporary expires unless proof is submitted that the vehicle was permanently removed from service before operating the new vehicle.
9. If billed per temporary, no plate(s) or cab card(s) will be issued. Credit for payment will be set up and will be applied to another vehicle being added during the current registration year. Bill per temporary credit cannot be transferred to the next registration year.

10. If the Equipment Registration Form is filed timely and the fees are paid but the credentials are not on the vehicle, a fifteen-day extension may be granted on the temporary registration.

11. If Motor Carrier Services determines that the temporary registration is being abused, it can revoke or suspend privileges. Failure to file Equipment Registration Forms, supporting documents, and/or file timely, will result in a six-month suspension. Motor Carrier Services will issue two warning letters and the third letter will be a suspension letter. During the suspension, you will be required to file the Equipment Registration Form and all supporting documents before a temporary will be issued.

12. An altered temporary registration will result in said privileges being revoked for one year. One letter will be sent stating the date privileges may be reinstated. Under no circumstances will a temporary be issued before the reinstatement date.

## TRANSACTION TYPES

To complete the transactions listed below, use the Equipment Registration Form and submit the following supporting documents to receive a prompt billing. In the type of transaction space, indicate the type of transaction taking place. Fees are calculated using the distance percentages established on the original/renewal application. If the circumstances are different from the outline, please contact our office. For more details on supporting documents, refer to page 13.

### Adds

1. Complete an Equipment Registration Form listing the new vehicle/trailer information.
2. Submit a copy of the owner's title. (A validated titling receipt may be accepted).
3. Submit a lease agreement, if applicable.
4. Submit the Federal Heavy Highway Vehicle Use Tax (Form 2290) receipt if licensing the vehicle for 55,000 pounds or above.

**Note:** Vehicles previously licensed may be required to provide proof of non-use or other registration. This is to ensure that continuous registration requirements are met. Affidavits of non-use may be obtained through our office.

### Transfers

1. Complete an Equipment Registration Form listing the new vehicle information and deleting the old vehicle information. To transfer a plate, the vehicle(s) must be of the same combined gross weight.
2. Submit a copy of the owner's title. (A validated titling receipt may be accepted).
3. Submit a lease agreement, if applicable.
4. Submit the Federal Heavy Highway Vehicle Use Tax (Form 2290) receipt if licensing the vehicle for 55,000 pounds or above.
5. The **original** cab card from the deleted vehicle/trailer must be submitted. Only when the cab card for the power unit is lost, will the carrier be required to return the plate. A replacement plate fee will be charged and a new plate number will be issued. Credit for the fees paid on the deleted unit will be transferred to the replacement vehicle for jurisdictions that allow transfer. Please be aware that some jurisdictions do not allow transfer.
6. **If both the plate and cab card is unobtainable due to the deleted unit being wrecked, stolen, repossessed, or burned, applicable documents will be required to obtain credit towards the replacement vehicle/trailer.** A duplicate plate fee will be charged in addition to the transfer fees and a duplicate plate will be issued.
7. When the transfer involves a **trailer**, the plate must be submitted. A permanent trailer plate is non-transferable and non-refundable. Fees will be assessed on the new trailer and a new plate will be issued.



If a temporary IRP registration is in use, submit the equipment registration form and supporting documents for transfer within five days from the issuance date to avoid the temporary expiring, and not receiving credentials timely. Failure to file timely will require proof that the deleted unit is permanently removed from operation before operating the replacement vehicle. Credit is not allowed for a vehicle not permanently removed from the fleet. Examples of this are removal for repair or rebuilding. Upon audit, credit will not be transferable if it is determined that the deleted unit was still operating.

**Gross Weight Increase and/or Gross Weight Decrease** (same vehicle)

1. Complete an Equipment Registration Form listing the licensed vehicle information and the new weight(s). Missouri allows a credit for the fees previously paid. Refunds are not given when weight is decreased.
2. Submit the Federal Heavy Highway Vehicle Use Tax (Form 2290) receipt if raising the weight to 55,000 pounds or above.
3. The **original** cab card and plate must be returned. (If you are increasing or decreasing the weight in a jurisdiction other than Missouri, do not surrender the plate).

**Weight Change** (two different vehicles)

1. Complete an Equipment Registration Form listing the new vehicle information and deleting the old vehicle information. This transaction replaces the old vehicle with the new vehicle and a credit is allowed for the fees paid at the old weight.
2. Submit a copy of the owner's title. (A validated titling receipt may be acceptable).
3. Submit a lease agreement, if leased.
4. Submit the Federal Heavy Highway Vehicle Use Tax (Form 2290) receipt if the weight is 55,000 pounds or above.
5. The **original** cab card and plate from the deleted vehicle must be returned. **If both the plate and cab card is unobtainable due to the deleted unit being wrecked, stolen, repossessed, or burned, applicable documents will be required to obtain credit towards the replacement vehicle/trailer.** A replacement plate fee will be charged in addition to the transfer fees.

**Adding Jurisdictions**

1. Complete an Equipment Registration Form listing **all** the active vehicles in the fleet and the weights in the jurisdictions you are adding. You cannot add a jurisdiction to just one part of the fleet. (Trailers do not have to be listed).
2. If you are operating on a temporary IRP registration, you must submit the **original** cab card(s) with the Equipment Registration Form. If you are not operating on a temporary authority, return the **original** cab card(s) upon receipt of the new cab card(s).
3. Using the Comparable Weight Chart, list the weights on the equipment registration form for the jurisdictions being added.

When a jurisdiction needs to be added back during the registration year and mileage was accrued during the reporting period, the mileage traveled in that jurisdiction, including mileage operated on trip permits must be reported. The original application percentages that were established will not reflect these changes.

### **Deletions**

1. Complete an Equipment Registration Form listing the vehicle/trailer(s) being removed from the fleet.
2. The **original** cab card(s) and plate(s) must be surrendered. Motor Carrier Services uses the postmark date as a basis for credit or refund. Missouri issues refunds only on the remaining quarters of the Missouri fees for vehicles licensed for **more than 54,000 pounds**. Credit for the other jurisdictions is established for the current registration year and may be used when adding another vehicle. Credit is not transferable to the next registration year.

### **Affidavit of a lost Missouri license plate or an owner operator not returning the plate to the lessee will result in no credit or refund.**

Deletion of a wrecked, stolen, repossessed, or burned vehicle requires an accident report, police report, and repossession papers, or insurance report for credit. The credit or refund will be based upon the date that notification is received by Motor Carrier Services. This credit applies toward vehicles added during the current registration year.

A vehicle removed from the fleet is considered permanently removed. To add a deleted unit back to the fleet during the same registration year, the calculation of fees will be from the date of deletion unless the carrier submits proof of non-use or proof of another registration receipt.

### **Duplicate Plates**

1. Complete an Equipment Registration Form listing the information for the vehicle/trailer needing a duplicate plate.
2. Submit a notarized affidavit of lost/stolen plate.
3. In cases of a damaged plate, the plate must be returned before a duplicate is issued.

### **Replacement Cab Card**

1. Complete an Equipment Registration Form listing the vehicle information.

### **Change of Lessor/Lessee or Other Information (Miscellaneous Change)**

1. Complete an Equipment Registration Form listing the vehicle information and the change being made.
2. Submit a copy of the owner's title if applicable (A validated titling receipt may be accepted).
3. Submit a lease agreement, if applicable.
4. Submit the **original** cab card issued for the vehicle.

### **Fleet-to-Fleet Transfer**

1. Complete an Equipment Registration Form deleting the vehicle from the presently registered fleet.
2. Submit the **original** cab card for the vehicle. If you are changing weight or adding a new vehicle to the other fleet, the plate must also be returned.
3. Complete a separate Equipment Registration Form adding the vehicle to the new fleet. If a new vehicle is being added, the supporting documents must be submitted. (See ADDS on page 20 for a list of required documents).

Missouri allows credit for fees paid in the original fleet. The difference in the mileage percent is charged for jurisdictions that allow the transfer. Some jurisdictions do not allow fleet-to-fleet transfers and fees will be due in the new fleet.

### **Change in Registration Name or Ownership**

A change in the name or ownership within the registration year may require the filing of an application and payment of registration fees under the new name or ownership. Corporation papers or Fictitious Name papers are a prerequisite to a change of name or ownership. Contact Motor carrier Services for further information on these changes.

NOTE: § 301.442 RSMo: Whenever a business is sold by the owner thereof and as part of the sale the ownership of one or more commercial motor vehicles is transferred or whenever an individual or partnership transfers ownership of a business and commercial motor vehicles owned by him or them to a corporation substantially owned by him or them in a nontaxable transfer under the provisions of the United States Internal Revenue Service Code, the original owner of any such vehicles may transfer the registration plates issued for such vehicles to the new owner who, upon notification to the Director of Revenue of the sale or transfer of ownership of the business and transfer of the registration plates, may use those registration plates for the remainder of the current registration year as if she/he, they or it had originally purchased the plates. The Director may prescribe the necessary forms for use in making the notification and require that the notification be notarized.

In this instance follow these procedures:

1. Complete an Equipment Registration Form listing all vehicle/trailer(s) in the fleet;
2. Submit a copy of the Missouri Secretary of State papers;
3. Submit a copy of the contract for sale showing the purchase of the entire business, including the commercial vehicles. The contract must provide the value of each vehicle. If the value is not provided, assessment of taxes are based on a fair market value;
4. Submit a statement from the seller giving permission to the new owner to use the plates now on the vehicle/trailer(s) until expiration. This statement may be included as part of the contract;
5. Submit copies of the validated titling receipts showing the new name; and
6. The **original** old cab cards must be returned upon receipt of the new cab cards.

## **TYPES OF VEHICLES/FLEETS**

### **Rental Vehicles**

Persons of firms engaging in the business of renting vehicles deemed as rental fleets shall be extended full interjurisdictional and intrajurisdictional privileges.

The following rules apply:

1. The owner rental company maintains operational records of the fleet;
2. The vehicles are part of a rental fleet, which are identified as being a part of such fleet; and,
3. The person or firm registers the vehicles in accordance with the following instructions:

### **Fleets of Tractors, Single Trucks and Truck-Tractors Based in Missouri**

(Excluding one-way vehicles)

Registrant's engaged in the business of renting/leasing such apportionable vehicles without drivers must pay apportionable registration fees based on mileage.

This includes any person or firm (registrant's) of any other jurisdiction electing to base a fleet of rental apportionable vehicles in Missouri.

The Province of Alberta does not require rental and leasing companies to have operating authority when the rental owner is the registrant.

The rental owner has the option of licensing a rental fleet in their name rather than in the name of the individual lessee.

The rules apply if registering in the name of the rental owner:

1. On the Equipment Registration Form complete the type of operation as Rental Private or For-Hire.
2. When completing the Equipment Registration Form, list the name of the lessee under "Name of Lessee and /or Lessor". Show the Missouri title number in the name of the rental owner under "Title Number".
3. Submit a copy of the lease agreement between the rental owner and the lessee.
4. When geographical area and type of operation are similar, attempt to combine those vehicles into one fleet.

### **One-Way Vehicles**

One-way vehicles are those that are rented in one place and generally left in another. Owners of trucks of less than 26,000 pounds gross vehicle weight operated as part of an identifiable one-way fleet will allocate vehicles to the respective jurisdiction based on the mileage factor and fully plate said allocated vehicles in such jurisdiction or be registered under apportionment. If the owner chooses to apportion, all qualifying vehicles are to be apportioned.

All trucks of an identifiable one way fleet are to be authorized to perform both interjurisdictional and intrajurisdictional movement.

### **Buses**

The apportionment of motor bus registration is based solely on the relationship of the base jurisdiction miles verses total miles operated.

### **Pool Fleets (Buses)**

At the option of the registrant, total miles may be the sum of all actual in-jurisdiction miles or a sum equal to the scheduled route miles per jurisdiction from the farthest point of organization to the farthest point of destination of the scheduled pool.

### **Household Goods Carrier**

A Household Goods Carrier is defined as a carrier handling:

- personal effects and property used or to be used in a dwelling;
- furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, hospitals or other establishments, when part of the stock, equipment, or supply of such stores, offices museums, institutions, including objects of art, displays and exhibits which because of their unusual nature or value require the specialized handling and equipment usually employed in moving household goods.

A Household Goods Carrier may base the equipment in the base jurisdiction of the service representative or that of the carrier.

If the service representative elects to use their jurisdiction, the equipment is registered in their name and the carrier as a lessee. The carrier name is listed under, "Name of Lessee and/or Lessor" on the equipment registration form. The apportionment of fees shall be according to the combined mileage records of the service representative and those of the carrier. The service representative must keep or make available such records within their base jurisdiction.

The election of the base jurisdiction of the carrier requires the registering of the equipment in their name. The service representative is the name listed under, "Name of Lessee and/or Lessor" on the equipment registration form. Fees shall be according to the mileage records of the carrier and service representative. **These records must include intrastate miles operated by those vehicles.** The carrier must keep or make available the records in their base jurisdiction. Service representatives registered under this election are fully registered for operations under their own authority and the authority of the carrier.

A Household Goods Carrier shall register an owner-operator's vehicle, except one owned by a service representative, when the vehicle is used to transport cargo exclusively for a Household Goods Carrier. The vehicle will be registered in the Household Goods Carrier base jurisdiction but will be registered in both the owner-operator's and the Household Goods Carrier's names and the records of the Household Goods Carrier will be used to determine the fees.

### **Owner-Operator Vehicles**

Owner-operators who lease their vehicles to motor carriers can accomplish apportioned registration in one of the following procedures:

1. Owner-operators desiring to register in their name but cannot fully comply with the definition of "Established Place of Business as defined on page 46 of this manual may register the vehicle provided the owner-operator is a resident according to the laws of

Missouri. Motor Carrier Services may require additional information to verify that the owner-operator is properly based in the jurisdiction.

2. The owner-operator must submit a copy of the lease agreement.
3. The owner-operator (lessor) may be the registrant. The allocation of fees shall be according to the operational records of such owner-operator. The plate and cab card shall be the property of the owner-operator (lessor).
4. The motor carrier (lessee) may be the registrant at the option of the owner operator (lessor). Both the owner-operators name (lessor) and that of the carrier (lessee) will be on the cab card. The allocation of fees shall be according to the operational records of the motor carrier (lessee). The plate and cab card shall be the property of the lessee.

### **Trip Leasing**

An owner-operator may be an apportioned registrant and may lease a vehicle to another apportioned registrant. The owner-operator will report the vehicle's total mileage and the vehicle must be qualified for the jurisdictions in which it is operated.

## **RECORDS**

Any registrant whose application for apportioned registration has been accepted shall keep the records on which it is based for a period of three years after the close of the registration year.

Operational records kept by the carrier shall be documents supporting the total miles traveled in each jurisdiction and total miles traveled. Examples are trip sheets, fuel reports and driver logs. An acceptable source document to verify fleet mileage is an Individual Vehicle Distance Record (I.V.D.R.). While it is desirable, the necessary information for a trip need not be contained on a single source document. An I.V.D.R. must contain the following basic information:

1. Date of trip (starting and ending);
2. Trip origin and destination;
3. Route of travel;
4. Beginning and ending odometer or hubometer reading for the trip;
5. Total trip miles or kilometers;
6. Mileage by jurisdiction; and
7. Unit number or vehicle identification number (VIN).

The following information is desired, but not required:

1. Vehicle fleet number;
2. Registrant's name;

3. Trailer number
4. Driver's signature and/or name.

From the information recorded on IVDR's, the registrant **must prepare and maintain:**

1. A monthly summary that recaps jurisdictional and total distance traveled by each vehicle operated during the calendar month;
2. A quarterly summary that recaps jurisdictional and total distance traveled by the fleet during each calendar quarter; and
3. A summary of the quarterly recaps used in preparing the application for apportionment.

Summaries are not acceptable at face value and must be supported by source documents such as I.V.D.R.'s in order to be of any use during an audit. .

The information recorded on the I.V.D.R. must be accurate and readable. The distance figures to be entered on the I.V.D.R. can be obtained from various sources such as odometer and/or hubometer readings, jurisdiction maps, standard distances or computer software as long as the method used is accurate and consistent.

In recording the actual mileage of an apportionable vehicle, the carrier must record all movement (interjurisdictional and intrajurisdictional) including loaded, empty, deadhead, and/or bobtail miles. Distance traveled by apportioned units while operating on trip permits must be reported.

The reporting period for miles included on the apportioned registration application is July 1 through June 30 of the year immediately preceding the new calendar registration year. For example, for the registration year 2005 you must use the period July 1, 2003 through June 30, 2004.

The registrant will be subject to audit on actual miles traveled during the preceding period ending June 30.

All registrant's are liable for the proper maintenance of his/her mileage records. Any registrant failing to maintain adequate records for a unit or units qualified in the registrant's fleet during the reporting period must provide evidence of non-use. The registrant is subject to possible full fee assessment on each unit(s) for which no acceptable evidence of non-use is provided or if inadequate records are found.

#### **Mileage Accounting System Packet**

The mileage accounting system packet contains sample sheets covering the requirements of preserving the individual distance and fuel records. This packet is available at the Motor Carrier Services office.

## AUDITS

Apportioned carriers must preserve the “Operational Records” on which the registration application is based plus the operational records for the two prior mileage reporting periods. “Operational Records” means all documents supporting miles traveled, such as fuel reports, trip sheets, logs, etc. The apportioned carrier is required to make the records available to the base jurisdiction at its request. Notice of intent to audit is given the carrier. If a registrant fails to maintain records, or after 30 days from receiving written notice, fails to make records available to the jurisdiction, the jurisdiction may impose an assessment.

The examination will be of the records maintained for a fleet during the respective preceding year. This does not preclude an audit of multiple fleets for multiple years. The purpose of the audit is to determine the proper total mileage/distance traveled and the percentage of miles/distance traveled in each jurisdiction. These percentages equate to the proper registration fees owed by the registrant for a particular fleet or the registration fees owed to the registrant for a particular fleet.

After the auditor completes the review of internal controls, the auditor will discuss proposed sample periods and records with the registrant. Source documents for no less than three representative months of the preceding year for the registration year being audited will be selected for audit with respect to jurisdictional distance and other attributes required under Records as shown on pages 26 and 27. Differences will be summarized and included as a part of the audit file. Generally, audits are to be conducted on a sampling basis. However, a complete audit of the registrants distance records for the twelve month period or actual months of operation may be necessary if test of internal controls reveal major weaknesses in the registrant's reporting system or if there is an absence of distance summaries.

The auditor will verify the authenticity of mileage and registration and will assess fees for any deficiency found due. Credit for overpayment may be applied toward any subsequent application for a Missouri registration of a commercial motor vehicle. Missouri reserves the right to adjust mileage percentage of Missouri-based carriers.



## REFUNDS

Motor Carrier Service's policy is to approve refunds under the following circumstances:

1. A request on or before December 31 of the current registration year to delete a vehicle listed on the original application for the new registration year. The amount due will be recalculated unless the account is paid (The plate must be surrendered by December 31<sup>st</sup> or no refund will be granted).
2. The discovery of a typographical error on Mileage Registration Form and the base jurisdiction verifies mileage.
3. If there is a duplication of vehicles within the same account and payment was made twice for the same vehicle.
4. The discovery of a billing error by Motor Carrier Services on re-audit of an application.
5. If the owner of a commercial motor vehicle registered for more than 54,000 pounds returns the license plate and registration cab card to the Motor Carrier Services office as provided in Section 301.121 RSMo, but not for a license suspension or revocation, she/he shall receive a refund of any prorated amount determined by the calendar quarters remaining. The refund shall be based upon the date the license plates are surrendered to the Director of Revenue. **Only the Missouri portion of registration fees is refunded.** Credit for the other jurisdictions is established for the current registration year and cannot be transferred to the next registration year.

## **OTHER PERMITS**

### **Hunter's Permit (Unladen Permit)**

A Hunter's Permit authorizes an owner-operator to operate of a truck and trailer upon cancellation of a lease agreement.

The following criteria must be met:

1. The application must be made to Motor Carrier Services upon cancellation of the lease;
2. The applicant must submit acceptable proof to Motor Carrier Services that the Missouri apportioned plate and cab card were returned to the registrant;
3. The permit shall authorize the operation of the vehicle on the highways of this state and the highways of all member jurisdictions of the IRP;
4. The permit is vehicle specific;
5. The fee is twenty-five dollars and the permit is valid for thirty days;
6. The permit authorizes the operation of the truck and trailer at the empty weight; and
7. The fuel tax requirements still apply.

### **72-Hour Reciprocity Trip Permits**

A 72-Hour Reciprocity Trip Permit is necessary for carriers based in another jurisdiction when traveling into Missouri but not properly registered within Missouri.

The following rules apply:

1. The carrier must secure the permit before entry;
2. The carrier must display the permit on the vehicle while in Missouri;
3. The permit allows interjurisdictional and intrajurisdictional movement;
4. Failure to display the permit will result in enforcement action and the purchase of a permit before being eligible to proceed;
5. The carrier must exercise care when completing the permit application. Erasures and/or strikeovers will result in an invalid permit and it will not be acceptable to law enforcement officials;
6. A refund or credit will not be issued for any unused permits.

### **72-Hour Special Fuel Trip Permits**

A 72-Hour Special Fuel Trip Permit is also available to carriers from other jurisdictions when traveling into Missouri but not properly registered within Missouri.

Trip permits for Reciprocity and Fuel are for the same duration-seventy-two-hours. You may order the Reciprocity Permit for \$10.00 and the Fuel Permit for \$10.00 in advance from Motor Carrier Services or contact the various permit agencies listed below.

### **Permit Agencies**

Trip permits are available via the following services:

A-1 Over-the –Road Permits -	(800) 577-3764
Advantage Financial Group, Inc -	(800) 249-8830
Jameson Permit Service, Inc -	(573) 636-6171 or (800) 877-6171
Permit, Inc -	(800) 777-3545
Comdata-	(800) 527-0665
Zero – Fax -	(800) 833-3762

For specific information on other jurisdictions Reciprocity Trip Permits, refer to page 38 and 39.

### **Other Services of Motor Carrier Services**

Motor Carrier Services also administer and assist motor carriers with:

#### **Overweight and Oversized Information**

Missouri Department of Transportation  
Motor Carrier Services  
P.O. Box 893  
Jefferson City, MO 65102-0893  
(800) 877-8499

#### **Single-State Registration/Hazardous Waste/Waste Tire Transporters**

Missouri Department of Transportation  
Motor Carrier Services  
P.O. Box 893  
Jefferson City, MO 65102-0893  
(573) 751-3358

## **JURISDICTION CONTACT LIST**

### **Alabama**

Motor Vehicles Division  
P.O. Box 327620  
Montgomery, AL 36132-7620

Phone: (334) 242-9000  
Fax: (334) 242-0312

### **Arizona**

Department of Transportation  
Motor Vehicle Division  
1801 West Jefferson Street  
Mail Drop 520M  
Phoenix, AZ 85007

Phone: (602) 712-8340  
Fax: (602) 407-3048

### **British Columbia**

Insurance Corporation of British Columbia  
P.O. Box 7500  
Station. Terminal  
Vancouver, B.C. V6B 5R9

Phone: (604) 443-4450  
Fax: (604) 443-4451

### **Colorado**

Department of Revenue  
Motor Carrier Services Division  
IRP Section  
1881 Pierce Street, Room 114  
Lakewood, CO 80214

Phone: (303) 205-5602  
Fax: (303) 205-5981

### **Delaware**

Department of Transportation  
IRP Unit  
P.O. Drawer 7065  
Dover, DE 19903-7065

Phone: (302) 744-2701  
Fax: (302) 739-6299

### **Alberta**

Alberta Transportation  
Prorate Services  
1<sup>st</sup> Floor, 803 Manning Road NE  
Calgary, AB T2E 7M8

Phone: (403) 297-2920  
Fax: (403) 297-2917

### **Arkansas**

Office of Motor Vehicles  
IRP Unit  
1900 West 7th, Room1010  
Little Rock, AR 72201

Phone: (501) 682-4653  
Fax: (501) 682-4615

### **California**

Department of Motor Vehicles  
P.O. Box 932320 MS: C160  
Sacramento, CA 94232-3200

Phone: (916) 657-7971  
Fax: (916) 657-6628

### **Connecticut**

Department of Motor Vehicles  
IRP/SSRS  
60 State Street  
Wethersfield, CT 06161-1010

Phone: (860) 263-5281  
Fax: (860) 263-5582

### **District of Columbia**

Department of Motor Vehicles - IRP  
301 C Street, NW  
Room 1063  
Washington, DC 20024-1400

Phone: (202) 727-6426  
Fax: (202) 727-5017

**Florida**

Department of Highway Safety & Motor Vehicles  
Neil Kirkman Building  
2900 Apalachee Parkway  
Tallahassee, FL 32399

Phone: (850) 488-6921

Fax: (850) 922-7148

**Idaho**

Transportation Department  
Division of Motor Vehicles  
P.O. Box 7129  
Boise, ID 83707-1129

Phone: (208) 334-8611

Fax: (208) 334-2006

**Indiana**

Department of Revenue  
Motor Carrier Services Division, IRP Section  
5252 Decatur Boulevard, Suite R  
Indianapolis, IN 46241

Phone: (317) 615-7340

Fax: (317) 821-2335

**Kansas**

Department of Revenue  
Division of Vehicles  
Motor Carrier Services Bureau  
3718 SW Burlingame Road  
Topeka, KS 66609-1217

Phone: (785) 291-3384

Fax: (785) 296-7872

**Louisiana**

Department of Public Safety & Corrections  
Office of Motor Vehicles, IRP Unit  
7979 Independence Blvd, Room 101  
Baton Rouge, LA 70806

Phone: (225) 925-6270

Fax: (225) 925-1838

**Georgia**

Department of Revenue  
Motor Vehicle Division, IRP Section  
1200 Tradeport Blvd  
Hapeville, GA 30354

Phone: (404) 362-6477

Fax: (404) 675-6197

**Illinois**

Secretary of State  
Vehicle Services Department  
Room 300, Howlett Building  
Springfield, IL 62756

Phone: (217) 785-1800

Fax: (217) 524-0123

**Iowa**

Department of Transportation  
Motor Vehicle Division - Motor Carrier Services  
P.O. Box 10382  
Des Moines, IA 50306-0382

Phone: (515) 237-3264

Fax: (515) 237-3257

**Kentucky**

Transportation Cabinet  
IRP Section  
Box 2323  
Frankfort, KY 40602-2323

Phone: (502) 564-4120

Fax: (502) 564-4138

**Maine**

Bureau of Motor Vehicles  
#29 State House Station  
Augusta, ME 04330

Phone: (207) 624-9000 ext. 52135

Fax: (207) 624-9086

**Manitoba**

Commercial Vehicle Registration  
1075 Portage Ave.  
Winnipeg, MB R3G 0S1

Phone: (204) 945-7380  
Fax: (204) 945-8416

**Massachusetts**

Registry of Motor Vehicles, IRP Section  
One Copley Place  
Tower One, Third Floor  
Boston, MA 02116

Phone: (617) 351-9320  
Fax: (617) 351-9399

**Minnesota**

Department of Public Safety  
1110 Centre Pointe Curve, Suite 425  
Mendota Heights, MN 55120

Phone: (651) 405-6161  
Fax: (651) 405-6136

**Missouri**

Department of Transportation  
Motor Carrier Services  
P.O. Box 893  
Jefferson City, MO 65105-0893

Phone: (573) 751-6433  
Fax: (573) 751-0916

**Nebraska**

Department of Motor Vehicles  
Motor Carrier Services  
P.O. Box 94729  
Lincoln, NE 68509-4729

Phone: (402) 471-4435  
Fax: (402) 471-4024

**Maryland**

Motor Vehicle Administration  
6601 Ritchie Highway, NE  
Glen Burnie, MD 21062

Phone: (410) 424-3014  
Fax: (410) 768-7163

**Michigan**

Department of State  
Secondary Complex  
7064 Crowser Drive  
Lansing, MI 48918-9915

Phone: (517) 322-1097  
Fax: (517) 322-1058

**Mississippi**

State Tax Commission  
P.O. Box 1140  
Jackson, MS 39215

Phone: (601) 923-7100  
Fax: (601) 923-7133

**Montana**

Department of Transportation  
Motor Carrier Services Division  
P.O. Box 4639  
Helena, MT 59620

Phone: (406) 444-6130  
Fax: (406) 444-7670

**Nevada**

Department of Motor Vehicles, Compliance  
Enforcement Division  
Motor Carrier Section  
555 Wright Way  
Carson City, NV 89711

Phone: (775) 684-4711  
Fax: (775) 684-4619

**Newfoundland**

IRP Office  
P.O. Box 8710  
St. John's, Newfoundland A1B 4J6

Phone: (709) 729-4921  
Fax: (709) 729-1843

**New Hampshire**

Department of Safety  
International Registration Plan  
10 Hazen Drive  
Concord, NH 03305

Phone: (603) 271-2196  
Fax: (603) 271-1061

**New Mexico**

Taxation & Revenue Department  
Motor Vehicle Division  
P.O. Box 1028  
Santa Fe, NM 87504

Phone: (505) 827-2265  
Fax: (505) 827-0135

**North Carolina**

Department of Transportation  
Division of Motor Vehicles  
International Registration Plan Section  
1425 Rock Quarry Road, Suite 100  
Raleigh, NC 27610

Phone: (919) 733-3642  
Fax: (919) 715-9129

**Nova Scotia**

Department of Business & Consumer Service  
1505 Barrington St.  
9th Floor, Merritme Center  
Halifax, NS B3J 3P7

Phone: (902) 424-6964  
Fax: (902) 424-2633

**New Brunswick**

Department of Public Safety  
364 Argyle Street, 3rd Floor  
Fredericton, NB E3B 1T9

Phone: (506) 453-2407  
Fax: (506) 444-5950

**New Jersey**

Department of Transportation  
Motor Vehicle Services, Motor Carriers Unit  
225 East State Street, P.O. Box 178  
Trenton, NJ 08666-0178

Phone: (609) 633-9399  
Fax: (609) 633-9394

**New York**

Department of Motor Vehicles  
International Registration Bureau  
P.O. Box 2850-ESP  
Albany, NY 12220-0850

Phone: (518) 473-5834  
Fax: (518) 402-2366

**North Dakota**

Department of Transportation  
Motor Vehicle Division  
608 East Boulevard Avenue  
Bismarck, ND 58505-0780

Phone: (701) 328-2725  
Fax: (701) 328-3500

**Ohio**

Bureau of Motor Vehicles  
P.O. Box 16520  
Columbus, OH 43216-6520

Phone: (614) 752-7587  
Fax: (614) 752-7972

**Oklahoma**

Tax Commission  
Motor Vehicle Division  
2501 Lincoln Blvd  
Oklahoma City, OK 73194

Phone: (405) 521-3036

Fax: (405) 525-2906

**Oregon**

Department of Transportation  
Motor Carrier Transportation Division  
550 Capitol St. N.E.  
Salem, OR 97301-2530

Phone: (503) 378-6699

Fax: (503) 378-6880

**Prince Edward Island**

Highway Safety Operations  
Department of Transportation & Public Works  
33 Riverside Drive  
P.O. Box 2000  
Charlottetown, Prince Edward Island C1A 7N8

Phone: (902) 368-5202

Fax: (902) 368-6269

**Rhode Island**

Division of Motor Vehicles  
IRP Services Section  
45 Park Place  
Pawtucket, RI 02860

Phone: (401) 728-6692

Fax: (401) 728-6963

**South Carolina**

Department of Motor Vehicles  
P.O. Box 1993  
Blythewood, SC 29016

Phone: (803) 896-3870

Fax: (803) 896-2698

**Ontario**

Ministry of Transportation  
Projectes & Changes Management Branch  
Building "C" Room 143  
1201 Wilson Avenue  
Downsview, Ontario M3M 1J8

Phone: (416) 235-3923

Fax: (416) 235-3924

**Pennsylvania**

Department of Transportation  
Commercial Registration Section  
1101 S. Front Street  
1st Floor  
Harrisburg, PA 17104

Phone: (717) 783-6095

Fax: (717) 783-6349

**Quebec**

Societe De L'Assurance Automobile Du Quebec  
333, boulevard Jean Lesage, Local C-3-13  
Quebec City, Quebec, Canada G1K 8J6

Phone: (418) 528-3379

Fax: (418) 643-4624

**Saskatchewan**

Government Insurance  
2260 11<sup>th</sup> Avenue  
Regina, Saskatchewan S4P 2N7

Phone: (306) 751-1200

Fax: (306) 359-0867

**South Dakota**

Department of Revenue & Regulation  
Prorate and Commercial Licensing  
445 East Capitol Avenue  
Pierre, SD 57501-3100

Phone: (605) 773-4111

Fax: (605) 773-4117



**Tennessee**

Department of Safety  
1150 Menzler Road  
Nashville, TN 37210

Phone: (615) 687-2260

Fax: (615) 532-7015

**Utah**

State Tax Commission  
210 North 1950 West  
Salt Lake City, UT 84134

Toll Free: (888) 251-9555

Phone: (801) 297-6800

Fax: (801) 297-6899

**Virginia**

Department of Motor Vehicles  
2300 West Broad Street  
P.O. Box 27412  
Richmond, VA 23269-0001

Phone: (866) 878-2582

Fax: (804) 367-1073

**West Virginia**

Division of Motor Vehicle  
1800 Kanawha Boulevard, East  
Bldg. 3, Room 138  
Charleston, WV 25317

Phone: (304) 558-3629

Fax: (304) 558-3735

**Wyoming**

Department of Transportation  
Motor Vehicle Services  
5300 Bishop Boulevard  
Cheyenne, WY 82009-3340

Phone: (307) 777-4829

Fax: (307) 777-4772

**Texas**

Department of Transportation  
Vehicle Titles and Registration Division  
4000 Jackson Avenue  
Austin, TX 78779-0001

Phone: (512) 465-7570

Fax: (512) 467-5909

**Vermont**

Agency of Transportation  
Department of Motor Vehicles  
133 State Street  
Montpelier, VT 05633-5001

Phone: (802) 828-2657

Fax: (802) 828-3522

**Washington**

Department of Licensing  
Prorate and Fuel Tax Services  
P.O. Box 9048  
Olympia, WA 98507-9048

Phone: (360) 664-1858

Fax: (360) 586-5905

**Wisconsin**

Department of Motor Vehicles  
P.O. Box 7911  
Madison, WI 5370

Phone: (608) 266-9900

Fax: (608) 267-0220

## TRIP PERMITS

Jurisdiction Name	Cost/Duration of Permit	Obtained Prior to Entry
Alabama	\$20 for 7 days	Yes
Alberta	Varies by distance, net weight for 3 days	No
Arizona	Varies based on distance and number of axles for 96 hours	No
Arkansas	\$33 for 72 hours	No
British Columbia	1/12 of annual registration fee for vehicle weight	No
California	\$45 power unit for 4 days and \$30 fuel tax permit for 4 days	Yes
Colorado	\$60 to \$80 depending on weight for 72 hours	No
Connecticut	\$15 for 72 hours	Yes
Delaware	\$15 for 72 hours	Yes
District of Columbia	Letter of Authorization - ONLY	Yes
Florida	\$30 for 10 days	Yes
Georgia	\$30 for 72 hours	Yes
Idaho	\$30 single unit/\$60 combination for 120 hours	No
Illinois	\$19 for 72 hours	Yes
Indiana	\$15 for 72 hours	Yes
Iowa	\$10 for 72 hours	Yes
Kansas	\$26 for 72 hours	No
Kentucky	\$40 for 10 days	Yes
Louisiana	\$25 for 48 hours	Yes
Maine	\$25 for 72 hours	Yes
Manitoba	Truck - .9 x weight x distance: Bus - .083 x distance x passengers	
Maryland	\$15 for 72 hours	Yes
Massachusetts	\$15 for 72 hours	Yes
Michigan	\$20 for 72 hours	Yes
Minnesota	\$15 for 120 hours	Yes
Mississippi	\$25 for 72 hours	No
Missouri	\$10 for 72 hours	Yes
Montana	Up to 46,00 lbs: \$10/0-200 miles; \$15/201-400 miles; \$20/over 400 miles; 46,001-80,000 lbs; \$20/0-200 miles; \$30/201-400 miles; \$40/over 400 miles; Over 80,001 lbs: \$50/0-200 miles, \$65/201-400 miles, \$80/over 400 miles; Triple Combinations: \$60/0-200 miles, \$80/201-400 miles, \$100/over 400 miles; Unregistered Trailer: \$10/0-200 miles, \$15/201-400 miles, \$20/over 400 miles;	No
Nebraska	\$25 for 72 hours	No

Nevada	\$5 plus 15cents per mile for 24 hours	No
New Brunswick	\$23 for unladen vehicle(unless excluded by CAVR) \$81 truck, \$161 truck tractor for 5 days	Yes
New Hampshire	\$15 for 72 hours	Yes
New Jersey	\$25 for 72 hours	Yes
New Mexico	Varies upon mileage and vehicle weight for 48 hours	No
New York	\$15 for 72 hours	Yes
Newfoundland	\$50 truck, \$100 truck tractor for various validation periods	
North Carolina	\$15 for 10 days	Yes
North Dakota	\$20 for 72 hours	No
Nova Scotia	\$50 truck, \$100 truck tractor for 30 days	
Ohio	\$15 for 72 hours	Yes
Oklahoma	\$12 for 72 hours	Yes
Ontario	\$75 truck, \$132 truck tractor for 10 days	
Oregon	\$21 for 10 days	Yes
Pennsylvania	\$15 for 72 hours	Yes
Prince Edward Island	Straight Truck \$75; \$150 truck tractor for 5 days	No
Quebec	\$38 for 10 days	Yes
Rhode Island		
Saskatchewan	Varies by weight and distance for a single trip	Yes
South Carolina	\$15 for 72 hours (each unit)	Yes
South Dakota	\$15 for 72 hours	Yes
Tennessee	\$30 for 72 hours	Yes
Texas	\$25 for 72 hours	Yes
Utah	\$20 for 96 hours or \$40 for combination until July 1, 2003, fees will increase to \$25 for 96 hours or \$50 for a combination	No
Vermont	\$15 for 72 hours	Yes
Virginia	\$15 for 10 days	Yes
Washington	\$10 for 3 days	Yes
West Virginia	\$24 for 5 days	Yes
Wisconsin	\$15 for 72 hours	Yes
Wyoming	\$20 single unit/\$40 combination for 96 hours	No

**\*\* Trip permits may also be obtained from several other Transmitter Services. Unless ordered in advance from the jurisdiction involved, there may be a service charge in addition to the jurisdiction's fee.**

## MAXIMUM JURISDICTIONAL WEIGHTS

Jurisdiction	Max. Operating Weight (in lbs. unless labeled otherwise)	Max. Cab Card Weight (in lbs. unless labeled otherwise)	Exceptions/Conditions	OW permits Cab Card Changed to reflect OW permit/ no change to cab card
Alabama	*80,000	88,000	*80,000 lbs. (4 axle combination) *84,000 lbs. (5 axle combination)	Permit is needed, no change to cab card
Alberta	139,992	139,992		No change to cab card
Arizona	*80,000	*80,000	*Overweight permit over 80,000 lbs.	
Arkansas	80,000	80,000		No change to cab card
British Columbia	141,100	139,994		Permit is needed, no change to cab card
California	*80,000	80,000	*Without overweight permit	No change to cab card
Colorado	*85,000	80,000	*Without overweight permit	
Connecticut	None	*None	*80,000 lbs. with overweight permit	Cab card changed to reflect OW permit
Delaware	80,000	80,000		Permit is needed, no change to cab card
District of Columbia	80,000	80,000		
Florida	80,000	80,000		
Georgia	80,000	80,000		
Idaho	*129,000	130,000 (weight is always shown in even 2,000 pound increments)	*82,000 through 106,000 with permit *108 through 129,000 with special route vehicle permit	Cab card changed to reflect permit weight
Illinois	80,000	80,000		
Indiana	80,000	80,000		Permit is needed, no change to cab card
Iowa	No Maximum	Unlimited		Requires increase in registration to be reflected in registration documents.

Kansas	85,500*	85,500*	*Max 80,000 lbs. on KS Interstate System	Cab card does not change, must be registered for 85,500 to purchase OW permit.
Kentucky	*80,000	80,000	*Special permit over 80,000 lbs.	
Louisiana	88,000	88,000	83,400 lbs - Interstate 88,000 lbs - non-interstate	Weights must be reflected on the cab card (83,400 lbs for Interstate and 88,000 lbs for non-interstate) in order to qualify for an overweight permit.
Maine	100,000	100,000		Cab card does not change.
Manitoba	137,770 lb. or 62,500 kg	137,770 lb. or 62,500 kg		Cab card does not change.
Maryland	80,000	80,000		
Massachusetts	None	None		
Michigan	160,001	160,001		Permit is needed, no change to cab card
Minnesota	*80,000	Unlimited	*Overweight permit over 80,000 lbs.	Requires the cab card reflect the weight of the OW permit as well as have an OW permit.
Mississippi	80,000	80,000		Cab card does not change.
Missouri	80,000	80,000	Permit over 80,000 lbs	Cab card does not change
Montana	*124,000	124,000	*Permit over 80,00 lbs.	
Nebraska	94,000	94,000		Cab card does reflect the OW up to 94,000 lbs. and a permit is also required
Nevada	129,000	80,000		Cab card must reflect 80,000 lbs. to be legal with an OW permit. Card does not change if reflecting 80,000 lbs.
Newfoundland and Labrador				
New Brunswick				
New Hampshire	*80,000	80,000	*Overweight permit over 80,000-pounds.	

New Jersey	80,000	80,000		Permit is needed, no change to cab card
New Mexico	86,400	80,000		
New York	*None	None	*Overweight permit over 80,000 lbs.	Cab card changed to reflect OW permit
North Carolina	80,000	80,000	Overweight permit over 80,000 lbs	No change to cab card
North Dakota	105,500	105,500		No change to cab card
Nova Scotia				
Ohio	80,000	80,000		
Oklahoma	90,000	90,000	*Annual permit required over 80,000 lbs.	
Ontario				
Oregon (see note below)	*105,500	105,500	*Special permit over 80,000 lbs.	No change to cab card
Pennsylvania	80,000	80,000		
Prince Edward Island	62,500kg/ 137,788lbs.	62,500kg/ 137,788	Overweight permits are issued for indivisible loads. Carriers must apply. Permits not issued for divisible loads, carrier fined and must off-load excess weight.	No change to cab card needed.
Quebec			*Reminder: registration based on the number of axles *Overweight permit needed over 62,500 kg (137,500 lbs.)	
Rhode Island	80,000	80,000		No change to cab card, separate permit for OW
Saskatchewan	137,787	137,787		
South Carolina	80,000	80,000		
South Dakota	*None	*None	*Must meet SD bridge weight laws. Overweight permit required over 80,000 GVW on interstate.	Cab card changed and permit required.
Tennessee	80,000	80,000		
Texas	80,000	80,000		Does not require amendment to original cab card
Utah	*129,000 *None	80,000	*On divisible loads w/overweight permit. *On non-divisible loads w/overweight permit.	No change to the cab car, separate permit is issued for carrier to carry.

Vermont	80,000	80,000		
Virginia	80,000	80,000		Separate permit required. No change on cab card
Washington	105,500	105,500		
West Virginia	80,000	80,000		
Wisconsin	80,000	80,000		
Wyoming	117,000	117,000		

\*Oregon: The only time trucks are allowed into Oregon without credentials is when the truck's route goes straight (no pickups or deliveries) to a Port of Entry during the Port's registration office hours.

**REGISTRANTS ARE ADVISED TO CONTACT JURISDICTIONS TO ENSURE INFORMATION HAS NOT CHANGED.**

## DEFINITIONS

**Agent-Lessor and/or Service Representative** – One who furnishes facilities and service including sales, warehousing, motorized equipment and drivers under contract to a carrier for transportation of property by a household goods carrier.

**Applicant** - A person, firm or corporation in whose name an application is filed with a base jurisdiction to apportion a fleet of vehicles

**Apportionment** – A registration based on the proportional payment of registration fees, whether determined by the quotient of total miles/distance traveled, revenue received, average presence, or any other similar method approved in the Plan.

**Audit** – The physical examination of a registrant's operational records including source documentation to verify fleet mileage/distance and accuracy of a registrant's record keeping system for that fleet.

**Base Jurisdiction** - For purposes of fleet registration, the jurisdiction where the registrant has an established place of business, where mileage/distance is accrued by the fleet and where operational records of such fleet are maintained or can be made available.

**Base Plate** – The plate issued by the base jurisdiction, and shall be the only registration identification plate issued for the vehicle by any member jurisdiction.

**An Established Place of Business – means** a physical structure located within the base jurisdiction owned, leased, or rented by a fleet registrant. The physical structure shall be designated by street number or road location. A post office box is not sufficient to satisfy this requirement. This physical structure must be open during normal business hours and have located within it:

1. A telephone(s) publicly listed in the name of the fleet registrant;
2. A person(s) in the permanent employment of the registrant conducting the fleet registrant's trucking-related business.
3. The operational records of the fleet and the maintenance of such records (unless such records can be made available in accordance with the provisions of Section 1602 of the IRP).

**Missouri will verify or require proof of established place of business requirements before processing application.**

**Cab Card** – A registration issued by the base jurisdiction for a vehicle of an apportioned fleet that identifies the vehicle, the registrant, the jurisdictions for which the vehicle is apportioned, the plate number, the registered weight by jurisdictions and any other necessary information.

**Chartered Party** – A group of persons, who according to a common purpose and under a single contract and at a fixed charge for the vehicle in accordance with the carrier's tariff, lawfully on file with the US Dept. of Transportation, have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance or modified by the chartered group after having left the place of origin.



**Combination of Vehicles** - A power unit used in combination with trailers, semi-trailers and/or auxiliary axles.

**Combined Gross Weight** – The total unladen weight of a combination of vehicles plus the weight of the load carried on that combination of vehicles.

**Commercial Vehicle** – Any vehicle operated for the transportation of persons or property.

**Converter Gear (CG)** – An auxiliary undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer.

**Declared Gross Vehicle Weight** - The total empty weight of the vehicle or combination of vehicles plus the maximum load to be carried on the vehicle for which registration fees have been paid.

**Double Bottom (DB)** – A combination of a power unit pulling two semi-trailers or semi-trailer and full trailer.

**Enforcement Date** - The date the base jurisdiction requires a registrant to display the new registration year's credentials.

**Estimated Distance** - The anticipated distance a fleet is expected to travel in a jurisdiction during the applicable registration year by the registrant or the average distance assigned to the fleet by the base jurisdiction.

**Exception** - A deviation from the IRP by a member jurisdiction which has been approved by all member jurisdictions.

**Extension** - A period of time from the expiration date or grace period date that registrants may operate on expired credentials because the base jurisdiction is unable to provide current credentials.

**Fifth Wheel** – A device mounted on a truck tractor or similar towing vehicle (e.g. converter dolly), which interfaces with and couples to the upper coupler assembly of a semi-trailer.

**Fleet** – Defined as one or more vehicles operating in the same jurisdictions.

**Full Trailer (FT)** – A vehicle without motive power, designed for carrying persons or property and for being drawn by a motor vehicle and constructed that no part of its weight rests upon the towing vehicle.

**Grace Period** - A period of time from the expiration of the current year's credentials until the date new credentials are required to be displayed or enforcement action could be taken.

**Gross Weight** - The empty weight of a vehicle plus the weight of the load carried on that vehicle. For vehicles in combination the gross weight is the empty weight of the truck-tractor plus the loaded weight of the front end of the semi-trailer resting on the truck-tractor.

**Hunter's Permit (Unladen Permit)** – A permit that authorizes the operation of a tractor-trailer at the empty weight upon cancellation of a lease agreement.

**Interjurisdictional Operation** – The movement of a vehicle between or through two or more jurisdictions.

**Intrajurisdictional Operation** – The movement of a vehicle from one point within a jurisdiction to another point within the same jurisdiction.

**Individual Vehicle Distance Record (I.V.D.R.)** – The original record generated in the course of actual vehicle and is used as a source document to verify the registrant's application for accuracy.

**Jurisdiction** - Defined means a country or a state, province, territory, possession or federal district of a country.

**Lease** – A written document giving exclusive possession, control, and responsibility for the operation of the vehicle to the lessee for a specific period of time. A long-term lease is for a period of thirty (30) days or more. A short-term lease is for a period of fewer than thirty (30) days.

**Lessee** – A person, firm, or corporation, who has legal possession and control of a vehicle owned by another under terms of a lease agreement.

**Lessor** – A person, firm, or corporation, which under the terms of a lease, grants the legal right of possession, control of, and responsibility for the operations of the vehicle to another person, firm or corporation.

**Local Commercial Vehicle** – A commercial motor vehicle whose operations restrict it solely to a municipality and that area extending not more than fifty miles from base.

**Long Term Lease** – Any period exceeding twenty-nine consecutive days.

**Member Jurisdiction** - A jurisdiction which has applied for membership and has been accepted by all member jurisdictions of the International Registration Plan.

**Mileage/Distance** – The compilation of the actual operation of apportioned fleets of vehicles.

1. **"In-jurisdiction Miles/Distance"** – The number of miles operated by a fleet of proportionally registered vehicles in a jurisdiction during the preceding year. Miles from jurisdictions that require no apportionment and grant reciprocity are added to the Missouri miles.
2. **"Total Miles/Distance"** – The total number of miles including those accrued on trip permits operated by apportioned vehicles in all jurisdictions during the preceding year.

**Motor Carrier** – A person, firm or corporation engaged in the transportation of goods or persons.

1. **"Common Carrier"** – Any motor carrier which holds itself out to the public to engage in the transportation of passengers or property for pay.
2. **"Contract Carrier"** – Any motor carrier transporting persons or property for pay or for-hire under a contract.
3. **"Exempt Carrier"** – An individual, partnership, or corporation engaged in the business of transporting exempt goods or persons for pay.

4. “Private Carrier” – A person, firm, or corporation which uses its own vehicles to transport its own freight.

**Motor Vehicle** - Every vehicle which is self-propelled by power other than muscular power.

**Operational Records** – Documents supporting miles traveled in each jurisdiction and total miles traveled. (Acceptable examples are fuel reports, trip sheets, logs, or computer runs).

**Owner** - A person, firm or corporation, other than a lienholder, holding legal title to a vehicle.

**Owner-Operator** – A person, firm or corporation leasing an apportioned motor vehicle with driver to a motor carrier.

**Preceding Year** – The twelve consecutive months immediately before July 1<sup>st</sup> of the registration year for which proportionally registering.

**Properly Registered Vehicle** - A vehicle that has been registered in full compliance with the laws of all jurisdictions in which it is intended to operate.

**Reciprocity Miles/Distance** – Miles traveled by apportionable vehicles in jurisdictions not members of the IRP grant reciprocity.

**Recreational Vehicle** – Any motor vehicle used for personal pleasure or travel, not on connection with any commercial endeavor. This includes any house car, house trailer, camper, or private living coach.

**Registered Weight** – The weight for which a vehicle is licensed or registered within a particular jurisdiction.

**Registration Year** - The twelve month period during which the registration issued by the base jurisdiction is valid according to the laws of the base jurisdiction.

**Rental Fleet** - Vehicles the rental owner designates as a rental fleet and which are offered for rent with or without drivers.

**Rental Owner** – Someone who rents vehicles to others with or without drivers.

**Rental Transaction** - The rental of a vehicle shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

**Rental Vehicle** - A vehicle of a rental fleet

**Renting and Leasing** - The giving of possession and control of a vehicle for valuable consideration for a specified period of time.

**Restricted Plate** - A registration plate that has time (less than a registration year), geographic area, mileage/distance or commodity restrictions.

**Road Tractor (RT)/Mobile Home Toter (MT)** – A motor vehicle designed and used for drawing other vehicles but not constructed as to carry any load either independently or any part of the weight of a vehicle or load so drawn.

**Semi-Trailer (ST)** – A vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle. It is constructed so that some part of its weight and that of its load rests upon the towing vehicle.

**Tractor (TR)** – A motor vehicle designed and used primarily for drawing other vehicles. It is not constructed as to carry a load other than a part of the weight of the vehicles and load so drawn.

**Trip Lease** – A lease of a vehicle to a motor carrier (lessee) for a single interstate movement. The term may also include intrastate movement where such movement is authorized under the laws of the jurisdiction.

**Trip permit** - A temporary permit issued by a jurisdiction in lieu of regular registration or reciprocity.

**Truck (TK)** – Every motor vehicle designed, used or maintained primarily for the transportation of property.

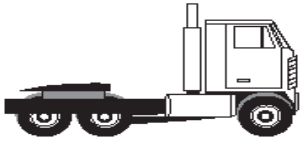

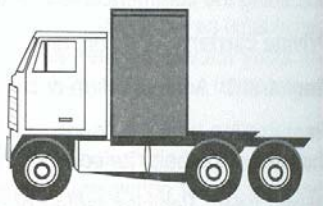


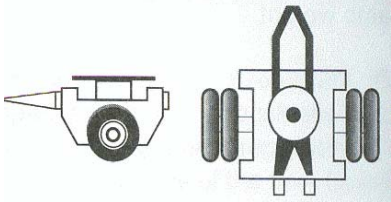
**Truck Tractor (TT)** – A motor vehicle designed and used primarily for drawing other vehicles. It is constructed to carry a load other than a part of the weight of the vehicle and load so drawn.

**Unladen Weight** – This is the actual weight of the vehicle fully equipped for service (including the cab, body, and all accessories) excluding the weight of any load.

**Utility Trailer** – A full trailer or semi-trailer constructed solely for carrying property but does not exceed 6,000 pounds declared gross vehicle weight.

**Vehicle** - A device used to transport persons or property on a highway, but does not include devices moved by human power or used exclusively upon rails or tracks.

## VEHICLE ILLUSTRATIONS

	Definition	Picture Description
<b>Tractor (TR)</b>	A motor vehicle designed and used primarily for drawing other vehicles. It is not constructed to carry a load other than a part of the weight of the vehicles and load so drawn.	 Tractor
<b>Truck (Single) (TK)</b>	Every motor vehicle designed, used or maintained primarily for the transportation of property.	 Single Truck
<b>Truck Tractor (TT)</b>	A motor vehicle designed and used primarily for drawing other vehicles. It is constructed to carry a load other than a part of the weight of the vehicle and the load so drawn.	 Truck-Tractor
<b>Full Trailer (FT)</b>	A vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.	 Full Trailer
<b>Semi-trailer (ST)</b>	A vehicle without motive power, designed for persons or property and for being drawn by a motor vehicle and so constructed that some part of its weight and that of its load rests upon or is carried by the towing vehicle.	 Semitrailer
<b>Converter Gear (CG)</b>	An auxiliary undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer.	 Converter Gear

## SCHEDULE OF REGISTRATION

### Determining Percentage

1. Divide in-jurisdiction miles by total fleet miles generated during the preceding year (July 1–June 30). Compute the result (or quotient) to the nearest thousandth (three places beyond the decimal, e.g. 10.555%). This percentage shall remain in effect for all supplemental applications filed during the registration year.
2. Add the fee required for every vehicle in the fleet based on the registration fee schedule. This determines the total amount necessary to register all vehicles.
3. Multiply the total fees (item 2) by the quotient (item 1).
4. The product for total fees multiplied by the quotient shall be the amount payable for apportioned registration of the fleet.
5. Motor Carrier Services reserves the right to adjust the mileage percentage of Missouri based carriers.

### Computing Fees Due

To give an example of how license apportionment applies we will take a 73,280-pound tractor (Missouri based), which operates in Missouri, Illinois, Iowa, and Arkansas. The total preceding year mileage for the tractor was 100,000, with an exact 25,000 miles in each jurisdiction. The license fees will be computed as follows:

<b>Jurisdiction</b>	<b>Jurisdiction Mileage</b>	<b>Percent of Total</b>	<b>Multiplied By</b>	<b>Full Year Fees (by jurisdiction) 73,280 lbs.</b>	<b>=</b>	<b>Apportion Fee</b>
Missouri 1	25,000	25%	X	\$1,050.50	=	\$ 262.63
Missouri 11			X	\$ 325.00	=	\$ 81.25
Illinois	25,000	25%	X	\$3,120.00	=	\$ 780.00
Iowa	25,000	25%	X	\$1,555.00	=	\$ 388.75
Arkansas	25,000	25%	X	\$1,350.00	=	\$ 337.50
<b>Totals</b>	<b>100,000</b>	<b>100%</b>				<b>\$1850.13</b>

**Schedule of Missouri Registration and Issuance Fees**

The State of Missouri calculates fees based on the Combined Gross Weight. Use column 1 when filing an original application for full year. The rates are reduced if the vehicles(s) purchased or first used is after the first of the month in each quarter of the current registration year.

**Commercial Truck – Schedule I**

<b>Beyond Local Gross Weight Pounds</b>	<b>1 Annual Rate</b>	<b>2 April 1 Rate</b>	<b>3 July 1 Rate</b>	<b>4 October 1 Rate</b>
6,000 or less	\$ 20.50	\$ 15.38	\$ 10.25	\$ 5.13
12,000 or less	\$ 29.75	\$ 22.32	\$ 14.88	\$ 7.44
12,000 – 18,000	\$ 50.50	\$ 37.88	\$ 25.25	\$ 12.63
18,000 – 24,000	\$ 80.50	\$ 60.38	\$ 40.25	\$ 20.13
24,000 – 26,000	\$ 127.00	\$ 95.25	\$ 63.50	\$ 31.75
26,001 – 30,000	\$ 130.50	\$ 97.88	\$ 65.25	\$ 32.63
30,000 – 36,000	\$ 200.50	\$150.38	\$100.25	\$ 50.13
36,000 – 42,000	\$ 300.50	\$225.38	\$150.25	\$ 75.13
42,000 – 48,000	\$ 400.50	\$300.38	\$200.25	\$100.13
48,001 – 54,000	\$ 500.50	\$375.38	\$250.25	\$125.13
54,001 – 60,010	\$ 600.50	\$450.38	\$300.25	\$150.13
60,011 – 66,000	\$ 800.50	\$600.38	\$400.25	\$200.13
66,001 – 73,280	\$1,050.50	\$787.88	\$525.25	\$262.63
73,281 – 78,000	\$1,050.50	\$787.88	\$525.25	\$262.63
78,001 – 80,000	\$1,050.50	\$787.88	\$525.25	\$262.63

**Commercial Truck – Schedule II**

<b>Beyond Local Gross Weight Pounds</b>	<b>1 Annual Rate</b>	<b>2 April Rate</b>	<b>3 July 1 Rate</b>	<b>4 October 1 Rate</b>
6,000	\$ 5.00	\$ 3.75	\$ 2.50	\$ 1.25
12,000	\$ 7.50	\$ 5.63	\$ 3.75	\$ 1.88
18,000	\$ 12.50	\$ 9.38	\$ 6.25	\$ 3.13
24,000	\$ 20.00	\$ 15.00	\$ 10.00	\$ 5.00
30,000	\$ 49.50	\$ 37.13	\$ 24.75	\$ 12.38
36,000	\$ 75.00	\$ 56.25	\$ 37.50	\$ 18.75
42,000	\$112.50	\$ 84.38	\$ 56.25	\$ 28.13
48,000	\$150.00	\$112.50	\$ 75.00	\$ 37.50
54,000	\$187.50	\$140.63	\$ 93.75	\$ 46.88
60,010	\$225.00	\$168.75	\$112.50	\$ 56.25
66,000	\$300.00	\$225.00	\$150.00	\$ 75.00
73,280	\$325.00	\$243.75	\$162.50	\$ 81.25
78,000	\$600.00	\$450.00	\$300.00	\$150.00
80,000	\$669.00	\$501.75	\$334.50	\$167.25

Compute fees from both Schedule I and Schedule II for all vehicles except for the 26,000 pounds bracket.

## **Buses**

<b>Passengers</b>	<b>1 Annual Rate</b>	<b>2 April 1 Rate</b>	<b>3 July 1 Rate</b>	<b>4 October 1 Rate</b>
10 or less	\$100.50	\$ 75.38	\$ 50.25	\$ 25.13
11-18	\$180.50	\$134.38	\$ 90.25	\$ 45.13
19-25	\$250.50	\$187.88	\$125.25	\$ 62.63
26-29	\$290.50	\$217.88	\$145.25	\$ 72.63
30-33	\$330.50	\$247.88	\$165.25	\$ 82.63
34-37	\$370.50	\$277.88	\$185.25	\$ 92.63
38-41	\$410.50	\$307.88	\$205.25	\$102.63
42-45	\$450.50	\$337.88	\$225.25	\$112.63

## **Trailer**

<b>Plate Type</b>	<b>1 Annual Rate</b>	<b>2 April 1 Rate</b>	<b>3 July 1 Rate</b>	<b>4 October 1 Rate</b>
Annual	\$ 7.50	\$ 5.63	\$ 3.75	\$ 1.88
3-Year Trailer	\$22.50	\$20.63	\$18.75	\$16.88
Permanent Trailer	\$52.50	\$52.50	\$52.50	\$52.50

Motor Carrier Services issues only permanent trailer plates. One year and three year plates may be obtained at your local motor vehicle license branch or fee office.

## **Issuance Fees**

\$2.00 – Cab Card

\$2.00 – Replacement Cab Card

\$2.00 – Transfer of Cab Card

\$8.50 – Duplicate License Plate

\$2.00 – Transfer of License Plate

\$8.50 – Original Title or Duplicate Title Fee

\$2.50 - Title Processing Fee

.04225 – State Sales/Use Tax

\$00.25 – Grade Crossing Fee